



**BC SCHOOL SPORTS**  
**Christine Sinclair Community Centre**  
**#2003A - 3713 Kensington Ave, Burnaby, BC V5B 0A7**  
**604-477-1488**  
**info@bcschoolsports.ca**

## **JOB POSTING**

**Position Title:** Manager of Sport  
**Location:** Burnaby, BC  
**Salary Range:** \$40,000 - \$48,000 per annum, dependent on experience plus RRSP matching and comprehensive benefits package  
**Employment Type:** Full-Time, Permanent  
35 hours per week. M-F, with some weekends and evenings  
4-day (32hrs/week) in July/Aug  
**Start Date:** Early August 2021 (exact date flexible)

### **Summary**

If you have a passion for education and athletics and wish to be a leader in delivering quality school-based sport experiences to over 70,000 student-athletes each year in 19 sports, then this may be the ideal opportunity for you. While the job is primarily focused on the operation and execution of sport experiences and championships, in a small office environment such as ours, this position will require a contribution to many different areas such as communication, policy and technology. If you want a dynamic, challenging and rewarding role please consider submitting an application.

The Manager of Sport is responsible for coordinating upwards of 40 BCSS Championship events, across 9 BCSS Zones. Working with the member schools, Sport Advisory Committees, and other stakeholders, the Manager of Sport will work to ensure success within the organization while supporting student-athletes' participation in high school sports.

### **About BC School Sports**

BC School Sports is a not-for-profit organization and registered charity, with a Mission Statement of *"to foster the development of good character through positive and equitable school-based sport experiences."* As the governing body for school sport across BC, we sanction and coordinate school sport for over 440 member schools, in 19 official sports.

### **Main Responsibilities**

#### Coordination of BCSS Championships and Sport Leadership

The Manager of Sport plays a lead role in facilitating approximately 40 BCSS Provincial Championships each year. This includes working with school-based host committees, or leading committees for those non-school based events. Working with the appropriate stakeholders to ensure a memorable experience for our student-athletes.

#### Membership Communication and Support

The Manager of Sport will also assist in communication to the membership and will assist with social media strategies and execution, digital content creation and the writing of other documents for educational and informational purposes

#### Sport Administration

The Manager of Sport will assist with the management of the Student-Athlete Registration System (STARS), work to review and draft policy, prepare materials and reports for the Board of Directors or Legislative Assembly.

Interested candidates should review the full job description, [available here](#).

**Critical skills, abilities & characteristics:**

- Demonstrate ethical behaviour and business practices and that align with the values and expectations of the organization
- Experience with sport hosting and event coordination or management
- An understanding and passion for educational athletics
- Experience with the not-for-profit sector
- Strong communication and problem-solving skills
- An ability to juggle multiple demanding tasks and priorities concurrently
- Proficiency with technology, including social media and digital content creation
- Proficiency and experience writing professional communications
- Experience working with or leading committees is an asset
- Experience with drafting or editing policy is an asset
- Ability to think innovatively, strategically and critically, have sound judgment and be able to work in a dynamic environment

**Notes:**

- The applicant must be a Canadian Citizen, permanent resident, or person for whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- The applicant is legally entitled to work according to the relevant provincial legislation and regulations
- The Applicant must be able to provide an acceptable criminal record check

**Application Instructions**

This posting will remain open until filled. Review of applications will begin on June 28, 2021. To ensure your application is considered please email a resume and cover letter in .doc or .pdf format to [info@bcschoolsports.ca](mailto:info@bcschoolsports.ca), before June 28, 2021.