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**Title:** Eligibility Officer 2

**Location:** Burnaby, BC

**Wage:** Contract – monthly fee, varying by month

**Employment type:** 10 month contract (part-time/varying hours)

**Position start:** Immediately

**Position end:** June 30, 2017

## About BC School Sports

The Mission Statement of BC School Sports (BCSS) reflects the membership's drive for service excellence and a commitment to being a student-centered, school driven organization. Every program and service offered by the association is directed towards student-athletes and/or the volunteer teacher and community coaches who spend hours of time helping students to achieve their goals.

BCSS is a membership based organization of schools. We fulfill our mission by:

- promoting student participation in extra-curricular activities
- assisting schools in the development and delivery of their programs
- providing governance for inter-school competition

## Main Responsibilities

Reporting to the Executive Director:

- Adjudicate all School Declarations received by BCSS for eligibility purposes in accordance with BCSS policies
- Adjudicate and Process Compliance & Authorization forms received for eligibility purposes
- Communicate with schools when necessary on decisions
- Support other BCSS staff in the processing of other eligibility documentation

## Key Qualifications, Experience, Skills

- Excellent communication skills (verbal and written) and customer services skills with the ability to work in a team environment
- Excellent organizational skills and interpersonal skills are required
- Ability to work under general supervision & exercise independence of judgment and action within the limits of BC School Sport systems & procedures
- Sound knowledge in the use of personal computers with demonstrated proficiency and sound knowledge of applicable software programs, such as Windows, MS Word, Excel etc.
- Flexibility to prioritize work and to work-schedules to meet operational needs
- Ability to manage a variety of projects to meet required deadlines

## Notes

- This position is part-time and will feature periods of fluctuating demand, with the concentration being in September and October
- This position is ideal for and preference will be given to a retired teacher or administrator with a background and knowledge of school sports, however it is not a pre-requisite
- Applicant must be a Canadian Citizen, permanent resident, or person for whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- Applicant is legally entitled to work according to the relevant provincial legislations and regulations

## Application Instructions

Please email a resume and cover letter in .doc or .pdf format to: [jabney@bcschoolsports.ca](mailto:jabney@bcschoolsports.ca) no later than 4:30 pm on Friday, September 9, 2016.