

BCWA Job Opportunity Sport Program Coordinator (PC-2024)

BC Wrestling Association is seeking a Sports Program Coordinator to assist with our daily and project operations. This employment is funded by the Canada Summer Jobs program with a term of 8 weeks for an employee beginning June 24, 2024.

General Duties:

- Support the development, execution, and analysis of new programming for youth participants.
- Execute sport development program work plans and task lists.
- Establish and manage effective working relationships with all constituents and partners of BC Wrestling office and its committees.
- Assist in scheduling of facilities and reservations for other areas as assigned.
- Assist in assessment of needs and interest, recommend programs to be conducted, evaluate after season ends, and make recommendations for changes as required.
- Assist in obtaining needed facilities, equipment, supplies, medical needs, and personnel to operate program.
- Liaison between BCWA office and coaches/members.
- Obtain participants' registration information, collect program evaluation/feedback, and provide reports.
- Compile data, statistics and other information to support research activities.
- Assist in development of membership support resources.
- The duties will also include any other tasks which the Parties may agree on.

Specific Duties:

- Acquire Track Wrestling operation skills (self directed with training materials provided)
- Support BCWA Summer programs
- Assist clubs in delivering Grassroots Programming to Community Groups

Work Environment

- Working from home and some onsite at wrestling program facilities. Onsite schedule may include weekday school hours (8:30am – 3:00pm), weekday after school hours (3:00pm - 6:00pm) and some weekends.

Job Category: Hourly

Location: Will include commuting within the lower mainland to various wrestling program/event facilities.

Job Types: Part-time, temporary (Three positions available). 30 hour per week for 8 weeks.

Salary: \$18.00 per hour

Start date: June 24, 2024

End date: August 16, 2024

Employment requirements:

Able to commute to various facilities within the lower mainland.

High school diploma or equivalent (Required).

Between 15 and 30 years of age (inclusive) at the start of employment.

Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

Legally entitled to work according to the relevant provincial / territorial legislation and regulations.

International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Access to personal computer.

Proficient with Microsoft Word, Outlook, Excel.

Excellent efficiency and interpersonal skills.

Able to work and converse efficiently with all levels of colleagues, members, and other external contacts.

Knowledge of operating standard office equipment.

Successful Criminal Record Check.

Apply:

Please provide a resume and cover letter to Non Ha by email, execdirector@bcwrestling.com. Please state applicant's full name and "Sport Program Coordinator (PC-2024)" in the subject line.

Application deadline: **June 17, 2024** or when position is filled.