



## Position Description

<b>Title:</b>	Administrator, Sport
<b>Reports to:</b>	BCBSA Executive Committee

### Overview

The Administrator, Sport is responsible for ensuring the appropriate field of play preparation and coordinated sport program delivery for the British Columbia Bobsleigh & Skeleton activities at the Whistler Sliding Centre. This role is focused on the delivery of high quality programming, well prepared administration, and excellent customer service of sport programs that encompass grass roots development through to high performance training and competition.

Reporting to the BCBSA Executive Committee the Administrator, Sport responsibilities include but are not limited to administration, accounts receivable / payable, grant applications, recruitment support, programming, coaches and Board of Director support. This Part Time contract position requires ability to work evenings and weekends.

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### Responsibilities

#### Administration

- Maintain required membership records including: waivers, fees and forms
- Respond to all inquiries regarding athletes, volunteers, coaches, the public, recruiting, etc.
- Liaison with parents, coaches, the public, and athletes
- Main point of contact and liaison with sport clubs including Canadian Sports Institute, Pacific Sport, ViaSport, and Bobsleigh Canada Skeleton, etc.
- Perform website and social media maintenance and updates as required
- Maintain Insurance renewals as required
- Prepare and administer athlete invoicing
- Maintain equipment inventory
- Work evenings and/or weekend as required
- Support the team and ensure highest possible customer service
- Assist team with other duties as assigned or required

#### Finance

- Maintain accounts payable and accounts receivable
- Maintain existing grant applications, proposals, and ensure follow up as required
- Source and apply for new funding sources, sponsorships, and unexplored grants

#### Recruitment and Programming

- Recruitment camps/schools:
  - Schedule, promote, manage registration, collect fees, prepare and circulate information including lead up, follow-up, and next step details
- Liaise with Whistler Sliding Centre & coaches to manage track schedule
- Assist with race organization in coordination with Director of Officials
- Assist with other special initiatives: friends and family days, CRC, recruitment events, etc.
- Proactively continue to evolve Sliding Sport programs in the Sea to Sky Corridor



# British Columbia Bobsleigh & Skeleton Association (BCBSA)

## Board Requirements

- Prepare Weekly reports detailing time spent on tasks, projects each week and upcoming goals to achieve the following week.
- Prepare Monthly reports detailing overall project updates and upcoming projects to be presented to the board of directors at their monthly board meetings.
- Submit all government documentation in compliance with BC societies
- Provide administrative assistance to the Board of Directors as needed
- Attend Annual General Meetings and assist board of directors
- Assist Board with other duties as assigned or required by the executive committee.

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## Position Requirements

### Education/Experience

- Experience of providing administrative support required.
- Previous administration experience with not-for-profit organizations an asset
- Experience of working in a sporting environment; paid or unpaid required
- Knowledge of Sport BC system and organization an asset
- Knowledge of Bobsleigh, and Skeleton sliding sports an asset
- Social Media experience required and Website experience an asset
- Experience of servicing meetings, including preparing agendas and minute taking required
- Experience of working with budgets or group funds and managing financial information required
- Experience of coordinating sporting schedules an asset
- Working knowledge of health and safety required
- Experience of planning or delivering training/information workshops an asset
- Experience of writing reports required
- Experience of working in a democratic environment with elected representatives an asset

### Skills

- Strong organizational, communication, and attention to detail required
- Proficient MS office computer skills required
- Grant and Proposal writing skills required
- Willingness to assist directors & coaches as needed and requested
- Passion for exceptional customer service is essential
- Self-motivated and able to work as part of a team and independently
- Excellent interpersonal skills and the ability to deal effectively with a wide range of people, including athletes, coaches, directors and the wider community. Ability to work calmly under pressure and meet deadlines
- Ability to prioritize, problem-solve, manage a heavy workload and take an adaptable, flexible approach to work. Ability to work efficiently in variety of settings an asset.
- Excellent time management skills

### Physical Requirements

- Ability to work outdoors in variable weather conditions
- Ability to stand for long periods of time
- Ability to regularly lift 50lbs



## Contractual Information

<b>Title:</b>	Administrator, Sport
<b>Location:</b>	Whistler, BC. Canada
<b>Conditions:</b>	Contract, Part-time, Year-Round. Variable days and hours.
<b>Salary:</b>	\$15,000.00 per annum (\$18 per hour)
<b>Hours:</b>	16 hours per week.
<i>There will be a requirement to work additional hours during busy periods of the winter season, including occasional evenings and weekends, for which time off in lieu will be given at a mutually agreed upon time.</i>	
<b>Probationary Period:</b>	All roles are subject to a 3 month probationary period.
<b>Posting Date:</b>	July 13 <sup>th</sup> 2015
<b>Closing Date:</b>	July 26 <sup>th</sup> 2015
<b>Interview Date:</b>	TBC – likely to be during week commencing 27 <sup>th</sup> July 2015
<b>Start Date:</b>	August 1 <sup>st</sup> 2015

## How to Apply:

Email a cover letter and resume to [executive@slidebc.ca](mailto:executive@slidebc.ca)

*Please note only selected candidates will be contacted for an interview.*