



## Track & Field Program Manager Position

**Employment Location:** BC Athletics Office (Christine Sinclair Centre, Burnaby, BC)

**Reports to:** BC Athletics CEO

**Employment Type:** Permanent Full Time

**Salary Range:** \$65,000-\$80,000

**Applications received until:** Wednesday June 28, 2023

**Anticipated start date:** Monday July 17, 2023

BC Athletics is an equal opportunity employer and invites applications from all interested and qualified individuals. The successful candidate will be required to submit a Criminal Record and Vulnerable Sector Check prior to starting employment.

Please submit your application, including a cover letter, resume and 3 references via email to Megann VanderVliet, CEO – [megann.vandervliet@bcathletics.org](mailto:megann.vandervliet@bcathletics.org).

Subject line: Track & Field Program Manager Application

### Position Overview:

Reporting to the CEO, the Track & Field Program Manager is responsible for the management of the BC Athletics Track & Field Programs and Technical Services from Development through to High Performance – Olympic and Paralympic streams.

The successful candidate will have:

- A background in Sport (Athletics preferred), with an understanding of the landscape of sport in Canada at the Club, Provincial and National levels
- A post-secondary degree
- Excellent communication, problem solving and relationship building skills
- Experience with program design, implementation, and management
- Experience working with volunteers, and Committees will be considered an asset
- Experience as an Athletics athlete, coach and/or official will be considered an asset

These responsibilities are technical and administrative and include but are not limited to:

#### 1. Programs and Competition Development – Track & Field:

- a. Calendar of Events – ensure the gathering, assembly and publication of the annual Track & Field event listings through submissions and the Annual Calendar Congress.
- b. Initiatives to ensure adequate and appropriate competition/participation opportunities for Track & Field in the disciplines of: Sprints, Hurdles, Middle Distance/Distance, Jumps, Throws, Combined Events and Walks.
- c. Assist and support Regional initiatives for Track & Field development, participation and competition.
- d. Manage the process for the consideration and ratification of BC Athletics Track & Field Records.

## **2. Event Management: Track & Field :**

- a. Event Sanctioning – Track & Field:
  - i. Oversee the BC Athletics process for the sanctioning of Track & Field competitions
  - ii. Encourage and promote the sanctioning of Track & Field competitions in BC
- b. Provincial Championships:
  - i. Oversee the call for bids and with the Track & Field Committee, the awarding, hosting assistance and review.
  - ii. Assist the HOC (Host Organizing Committee) in the planning and delivery of the Championships.
- c. Canadian Championships:
  - i. Promote opportunities to bid for Cdn Championships
  - ii. Assist in HOC development and event management.
- d. BC Athletics Properties and Partnered Events
  - i. International Events and Championships:
    1. Promote opportunities and make recommendations on the bidding for international events.
    2. Provide leadership and assistance as part of the management team of International events.
  - ii. Provincial Events and Championships:
    1. Propose and develop with committees and staff opportunities for new BC Athletics properties.

## **3. Athlete Development - Track & Field:**

- a. Develop, monitor, review and update, with the Track & Field Committee, Clubs, BC Event Group/Provincial/National Coaches ongoing programs for athlete recruitment, development and the provision of services (i.e. Regional Development Camps, BC Athlete Assistance; Cdn Sport Institute – Pacific/PacificSport Alliance program)
- b. Plan, organize and implement with the Track & Field Committee and identified coaches, Provincial Camps, Technical Training Sessions and Workshops for Athletes and Personal Coaches
- c. Assist in in partnership with the Vancouver Foundation, the administration of the annual Harry Jerome Scholarship Award to matriculating Student Athletes

## **4. BC Athletics Committees – involvement and liaison:**

- a. Staff support and committee participation on:
  - i. Track & Field Committee (U16, U18, U20, Senior age groups)
- b. Staff support and liaison to:
  - i. Masters, Officials, & others as appropriate

## **5. Para-Athletics Programs – Track & Field:**

- a. Working with Athletics Canada and the Para-Athletics Sport Associations (Wheelchair; Blind; Amputee; Sportability (CP); and others as identified)
  - i. Identify opportunities for athletes, coaches, officials
  - ii. Promote integration and coaching of athletes in clubs
  - iii. Promote with organizers, integration for Para-Athletics in competitions

## **6. BC Team Program - Track & Field:**

- a. With the Track & Field Committee – Develop and review BC Track & Field Team Selection criteria and standards
- c. Publish and communicate the BC T&F Team Selection Criteria, Standards and Selection Process to the BC Athletics Membership

- d. Oversee the selection process for Team Coaches, Managers, Sport Medicine Staff & Athletes
- d. Manage with team staff all aspects of the BC Track & Field Team Program for:
  - i. BC/Yukon Legion Command Track & Field Team (U16 and U18)
  - i. BC U20 T&F Team
  - ii. BC Senior T&F Team
  - iii. Canada Summer Games T&F Team
- e. Develop in consultation with appropriate committees, other BC T&F Team programs

**7. International/National/Provincial/BC Regional Track & Field Programs**

- a. Facilitate BC Athletics input and involvement with BC Regional, Athletics Canada, NACAC and World Athletics committees and programs as appropriate

**8. Event Groups and Hubs: High Performance / Targeted - National, Provincial, Regional – Track & Field:**

- a. Liaise with National, Provincial & Regional Athletics Hubs/Event Group coaches
- b. Participate in the BC based National High Performance and Athletics Canada CAPP programs
- d. Lead the development and programming for the BC Athletics Event Group Programs. (BC Throws Project, BC Sprints/Jumps Project)
- e. Liaise and work with the Head Coach of the BC Endurance Project

**9. Marketing & Communications**

- a. Help manage BC Athletics Website
  - i. Regularly generate content for posting to website
  - ii. Track & analyze performance metrics and optimize accordingly.
- b. Help manage BC Athletics Social Media properties (i.e. Twitter, Facebook Instagram)
  - i. Regularly generate content for posting to various platforms
  - ii. Track & analyze performance metrics and optimize accordingly.
- c. Help manage monthly eNewsletter - “The BC Athletics Record”
  - i. Prepare content for monthly newsletters and other targeted e-blasts.
  - ii. Test & deliver eNewsletter using the MailChimp platform
  - iii. Track & analyze performance metrics and optimize accordingly

**10. BC Athletics Strategic Planning – Track & Field:**

- a. Provide input to the Strategic Plan development, implementation and review
- b. Facilitate input for development & review from committees, clubs and members

**11. Budget Development – Track & Field:**

- a. In consultation with staff and committees responsible for Track & Field:
  - i. Prepare annual and quadrennial draft budgets for Programs and Technical Services linked to the BC Athletics Strategic Plan
  - ii. Provide input on strategies for revenue development, sponsorship and program priorities

**12. Other duties and support** for programs as may be assigned from time to time.