

Summer Student - Sport Development Assistant



Reports To: The Sport Development Assistant will report to the Technical Director.

Overview:

The Sport Development Assistant will work closely with the operations team of Speed Skating BC to create meaningful experiences for our members. This will be accomplished by assisting with the logistics and coordination of events, courses and training sessions for our athletes, officials and coaches. The successful candidate will also have the opportunity to assist in other areas such as sport development, marketing and communications. The Speed Skating BC operations team works closely with each other but we are all working remotely. The Sport Development Assistant will require their own computer and reliable internet access.

Responsibilities and Duties:

- Assisting with program planning and logistics for the provincial performance program
- Program logistics and administration for our summer programs. Which will include, but not be limited to:
 - Setting up and providing tech support for all sessions
 - Preparing communications for distribution
 - Verifying and updating registration
 - Collecting feedback
- Data analysis and ranking
- Other projects as identified by the successful candidates specific skills
- Assisting with program planning and logistics for Community Sport programs

Qualifications:

- Enrolled in a Post-secondary education program preferably sport related or a combination of performance sport experience and enrollment in a post-secondary program
- Experience creating social media content and plans
- Good knowledge of spreadsheet functions
- Able to communicate professionally and in written form
- Enjoy working virtually in a team environment

Other considerations:

The following will be required prior to hiring.

- Successful Criminal Records check

- NCCP Safe Sport course completion
- This is a virtual work environment. You will require a computer and internet access.

Position Stats:

- 35 hours per week
- Rate \$20/hour

We are grateful for the support of our funding partner the Canada Summer Jobs program.

Apply by forwarding your resume to valerie.linton@speedskatingbc.ca by May 15, 2023