



PARTNERS



CANADA



# BCSSA Sport Manager Request for Proposal of Employment

**STATUS: Part-time Temporary (13 Months) Employment Position  
15 hours/week - Maternity Leave Coverage**

**JOB LOCATION: Virtual Office**

**EFFECTIVE DATE: March 15, 2016 through March 31, 2017**

**COMPENSATION: Commensurate with experience and within  
budget constraints**

**Organization Overview:**

The BC Speed Skating Association (BCSSA) is a not-for-profit Society and the governing body for the sport of Speed Skating in British Columbia. The organization has 1700 members and operates with 3 full and part-time staff and contractors. BCSSA is responsible for delivering and coordinating programs and services to its membership and to advancing the sport of speed skating in British Columbia.

**Position Summary:**

*Skills:* Must be an excellent communicator, fully versed in Excel, Google docs, knowledge of and experience with Speed Skating Canada's (SSC) Long Term Participant and Athlete Model (LTPAD), use of social media and website administration.

*Requirements:* The successful applicant must be a registered member of both BCSSA and Speed Skating Canada (SSC) or be eligible to become a member of both Associations.

The Sport Manager reports to the Executive Director (E.D.) and will be generally responsible for the on-going technical development of speed skating in British Columbia, in accordance with the BCSSA Strategic Plan and within the framework of SSC's Long Term Participant and Athlete Development (LTPAD) model.

**Duties and Responsibilities:**

The Sport Manager will make recommendations to and provide staff support for the Technical Development Committees (Athlete Development Committee (ADC) and Coaching Development Committee (CDC)) and other committees as directed by the E.D. All budget matters will be discussed with the E.D. prior to any commitments being made.

### (a) General Committee Duties

- Meetings: schedule, prepare agenda, ensure minutes; monitor, initiate and complete scheduled tasks
- Committee Budget coordination
- Monitoring Committee emails

### Athlete Development Committee

- As above (a), plus
- Bulletin compilations in a timely manner: ensure creation and delivery to Athletes and Coaches of current year athlete eligibility criteria for selection to represent BCSSA at identified competitions, and accessibility to services/programs, including Sport Medicine & Sport Science and various funding opportunities.
- Coordinate, monitor and bring to attention of ADC any shared details or potential conflict decisions that may affect other Committees' purview.
- Ensure Team BCSSA skater registration for National events.

### Coaching Development Committee

- As above (a), plus
- Bulletin compilation in a timely manner: ensure creation and delivery to Athletes and Coaches
- Locker Administrator - Coaching Association of Canada on-line data bases.
- Lead on-going coaching education/development planning within context of Strategic Plan.
- Promote and provide on-going leadership and direction of continuing delivery of LTPAD to all BCSSA Coaches.

### Competitions Committee

- As above (a), plus
- Ensure the Committee consults with ADC, CDC and ODC as appropriate.

### Awards Committee

- Support as requested by Committee.

### Other Support & Project Duties

- Liaise and support projects with other PSO's; MSO's; SSC and Partners including BCSSA hosted National Events; Special O; etc. by engaging appropriate BCSSA Committees.
- Project support as required – viaSport Review, LTPAD updates and dissemination of information as it is provided.

Please respond, along with c.v, to [ted.houghton@shaw.ca](mailto:ted.houghton@shaw.ca) by **March 7, 2016**.

The successful applicant will be advised March 11, 2016.

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