



Job Title: Manager of Community Sport - Maternity Leave

Job Location: East Kootenay's - Columbia Basin of British Columbia

Work Location: Hybrid, work from home / on site

Salary Range: 1.0 FTE: \$65,000-\$80,000

Employment Type: Full-time Salary, 0.6-1.0 FTE

Posting closes: February 16th, 2025

The Columbia Basin of British Columbia, Canada



About PacificSport Columbia Basin

PacificSport Columbia Basin shares and amplifies the power of sport throughout the Columbia Basin. We envision a connected and thriving sports sector throughout the Columbia Basin, driven by a commitment to safe, inclusive, and meaningful sport experiences for all.

PacificSport Columbia Basin is a non-profit organization with core funding from ViaSport BC, as part of the Government of BC investment in the sport sector to support a thriving sport sector.

PacificSport Columbia Basin is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

PacificSport Columbia Basin welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Job Summary

Under the direction and leadership of the Executive Director, the Manager of Community Sport will support, develop and lead programs in areas of Physical Literacy, Participant Development (athletes and coaches), Inclusion and supporting Local Sport Organizations across the Columbia Basin. This exciting and dynamic role is relatively new, and therefore the successful candidate will be developing and running innovative new programs to support the sport sector across the Basin.

On most days you will work from home / remotely within the region. Given the vast geography of the Columbia Basin of BC, some multi-day travel is required. Amateur sport typically takes



place on evenings and weekends, thus this role periodically requires evenings and weekend work.

Work Performed

Stakeholder and relationship development

- In order to sustainably execute sport programming across the region, partnership and relationship development will be an important component of your job. This includes meeting with board members of Local Sport Organizations, municipal leaders, and other key sector stakeholders. You will support identified gaps and challenges, connecting them to existing resources, provide leading examples, or in some cases play a direct support role.
 - o Common areas of concern are policy development, policy enforcement, governance, financial literacy, coach and volunteer recruitment and retention, among others.

Program Development

- Program development including supporting athlete development initiatives, workshops with local sport organizations, physical literacy programs, newcomer programs, programs for those with different abilities, programs that uplift under-represented groups, and coach education, among others. There are several successful program models in place within PacificSport Columbia Basin and across the Regional Sport Alliance network to adopt and adapt as needed.

Program Delivery

- Planning, scheduling, staffing, project budgeting, procedure development, safety, and general execution of programs

Supervision and mentorship

- PSCB strongly believes that creating learning opportunities for student learners is an excellent way to build capacity in the sports community, empowering the next generation with meaningful experiences they will take forward in their careers.
- Direct supervision and mentorship of future program staff, contractors, co-op, work-learn, or related student learning opportunities.

Other duties as required

- You will work as a key member of our small team across all portfolios and business operations with expectations that you contribute to the success of each of our initiatives in alignment with your skills and our strategic plan.
- Be actively engaged in and a leader within the Regional Sport Alliance and sport community; Connecting and representing PSCB both within and outside of our region.
- Collect and contribute to brand reach and awareness campaigns, including social media content creation, event attendance, community presentations etc.



- Willingness, engagement, and innovation with our new Customer Relations Management tools
- Deliver excellent customer care standards in the work environment

Supervision Received

Works independently and with reasonable autonomy, under the general direction of the Executive Director.

Supervision Given

Currently there are no direct staff you would supervise. Some short term contracts and program leaders will be under your supervision.

Qualifications

- Undergraduate degree in a relevant discipline.
- Master's in related field an asset. Minimum of six years experience or the equivalent combination of education and experience.
- A comprehensive understanding of at least one of the following portfolio areas : Local Sport organization development, physical literacy, inclusion, athlete or coach development; with good working knowledge in additional areas.
- Ability to lead children's programs, including effective management of children, parents, logistics etc.
- Leadership and management skills with the ability to work within a team environment to guide, lead and mentor staff and coaches.
- Project management, including events and budgeting experience and skills
- Effective problem-solving and decision-making abilities.
- Effective verbal and written communication skills.
- Experience as a coach is an asset
- Experience as a board member is an asset
- Experience as an entrepreneur or innovator is an asset

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification in the job posting. At PacificSport Columbia Basin we are committed to creating a diverse and inclusive environment, so we strongly encourage you to apply even if you don't believe you meet every single qualification outlined.

To apply, please submit your resume and cover letter by email to columbiabasin@pacificsport.com by 11:59 pm, February 16th, 2025.