



We are Hiring!
Summer Job Postings for Okanagan Regional Sport Centre
Spring – Summer 2021

Central Okanagan (3 positions)

- Summer Program Coordinator
- Summer Camp Leader
- Sport Events and Education Coordinator

North Okanagan (2 positions)

- Summer Program Coordinator
- Summer Camp Leader

South Okanagan (2 positions)

- Summer Program Coordinator
- Summer Camp Leader

****COVID-19 ADAPTATIONS AND JOB ADJUSTMENT NOTICE**:**

Please note that all positions below will be subject to COVID-19 safety protocols and please note that job descriptions and tasks may be adjusted in light of evolving sport camp restrictions. ***ALL positions may include developing online materials and services, as well as the creation of “PLAY BOXES”*** (boxes of physical literacy sport equipment to be signed out to families on a weekly basis – so children can continue to stay active, even if they are unable to attend an in-person camp experience).

SUMMER PROGRAM COORDINATOR – POSITION SUMMARY

This position is responsible for the planning, organization and delivery of all PacificSport summer programs and special events. Tasks and responsibilities will include:

Sport Discovery and Physical Literacy Camps – Plan, develop and implement introductory sport camps (XploreSportZ and Play Skills) for children ages 9 – 12. The intent of these camps is to encourage healthy and active lifestyles by introducing kids to a wide variety of new, non-traditional, life-long sports. Camps may include sessions on archery, bobsled, luge, ultimate frisbee, canoeing, cricket, fencing, curling, gymnastics, kayaking, sailing, beach volleyball, orienteering, etc. Camps to be offered over six weeks in July and August.

Sport Performance Camps – Plan, develop and implement Sport Performance Camps for competitive athletes ages 13 – 17. The intent of these camps is to develop healthy training routines by exposing athletes to a wide variety of multi-sport training methods (strength, agility & speed training, core stabilizing, flexibility training, periodization, etc.) and sport education principles (nutrition, injury management, mental training, etc.). Camps to be offered over two weeks in July and/or August.

Okanagan Sport Leadership online learning and in-person conferences – duties include establishing a committee of key stakeholders to ensure programs are relevant and widely supported by the sport community; developing and monitoring budget; organizing all workshops & training seminars; developing conference promotional materials; coordinating volunteer team; and, booking and confirming site(s).

Sport Database/Marketing – Create opportunities for success through the development and maintenance of a Central Okanagan database of sport contacts, administrators, coaches and athletes from various sport organizations; and, assist in the marketing and profile of PacificSport in the Okanagan Valley.

SUMMER CAMP LEADER – POSITION SUMMARY

POSITION SUMMARY

The *Summer Camp Leader* will assist the Summer Program Coordinator with the delivery of the PacificSport Summer Day Camps. This includes the following responsibilities:

Sport Discovery and Physical Literacy Camps – Plan, develop and implement introductory sport and physical literacy camps (XploreSportZ; Play Skills) for children ages 9 – 12. The intent of these camps is to encourage healthy and active lifestyles by introducing kids to a wide variety of new, non-traditional, life-long sports. Camps may include sessions on archery, bobsled, luge, ultimate frisbee, canoeing, cricket, fencing, curling, gymnastics, kayaking, sailing, beach volleyball, orienteering, etc. Camps to be offered over six weeks in July and August.

Sport Performance Camps – Plan, develop and implement Sport Performance Camps for competitive athletes ages 13 – 17. The intent of these camps is to develop healthy training routines by exposing athletes to a wide variety of multi-sport training methods (strength, agility & speed training, core stabilizing, flexibility training, periodization, etc.) and sport education principles (nutrition, injury management, mental training, etc.).

SPORT EVENTS AND EDUCATION COORDINATOR - POSITION SUMMARY

The *Sport Events & Education Coordinator* will be responsible for the planning and scheduling of PacificSport Community Sport Events and Sport Works Programs; and assisting with the development of the Canadian Sport School (Kelowna). Tasks and responsibilities will include:

Community Sport Events – PacificSport Community Sport Events include: Okanagan Sport Leadership Conference; Sport Heroes Reception; Athlete Advance; BC Summer Games Send-offs.

Responsibilities will include: establishing/working with planning committees of key stakeholders to ensure program relevance and support; scheduling event dates based on mutually agreeable timelines and yearly plans; booking appropriate facilities and presenters; developing event budgets; developing promotional materials and plans; and putting together event volunteer team(s).

Sport Works Programs – PacificSport Sport Works Programs provide the tools that athletes need to succeed both inside and outside of sport. Programs include: Gym Works, Sport Health, Food Stuff; Tool Kits; Sport Grad; and TranSport.

Canadian Sport School – The Canadian Sport School is a Kelowna-based Sport Academy that provides student-athletes with academic support and sport training expertise in a multi-sport environment. Responsibilities will include: developing program plans; assisting with the recruitment and hiring of staff; leading fundraising and marketing campaigns; coordinating training program (Ignite); facilitating application and interview process; assisting with the development of marketing materials and media event(s); developing the athlete transportation plan; recruiting program sponsors; and, assisting with the 2018 program start-up.

CONDITIONS OF EMPLOYMENT

Terms:

- Contracts go from 9 – 14 weeks (depending on position).
- The rate of pay will be between \$15.00 and \$16.00 per hour.
- All work-related travel or expenses will be reimbursed

Hours:

- Hours of employment will be 40 hours per week.
- Extra hours may be required and the work week will be adjusted to accommodate these hours and minimize accumulated overtime.

Evaluation:

- The *Summer Program Coordinator* will work closely with, and be supervised by, the PacificSport Okanagan Sport Development Program Coordinator to plan and deliver all summer programs. Ongoing feedback and support will be provided and regular staff meetings will be held to provide a formal opportunity for feedback and debriefing.
- A performance evaluation will take place upon completion of the contract term.

Closing Date: Friday, April 30, 2021 (5pm PST)

Please send your cover letter and resume to staylor@pacificsport.com citing the position title/s in the subject line. No telephone calls please. We thank all applicants for their interest; however please note that only those selected for an interview will be contacted.