



Job Title	Sport and System Development Team Support
Posting Date	September 13, 2019
Start Date	ASAP until March 31, 2020
Location	Vancouver, BC Potential for some travel to events over winter
Hours	3 Days Per Week (22.5 hours) with potential for some extra time some weeks.
Remuneration	\$17/hour

Organisational Overview

At Canada Snowboard, we believe embracing the culture of snowboarding combined with a commitment to excellence is the foundation of who we are. Performance at the highest level comes from an athlete-focused approach to training, programs and coaching. Our athletes are amongst the best in the world, and our goal is to continue to provide them the means to achieve their goals. Our members are our Provincial and Territorial Associations. They are the backbone of the competitive snowboard pathway. From a young rider's first event, to joining a club, to progressing to the national team, our Provinces and Territories are key to developing our future high performance athletes.

Position Summary

Canada Snowboard is looking for an enthusiastic and proactive individual to fulfill the role of Sport and System Development Team Support over the winter. Working in the System Development Team, this individual will play an important role in the delivery of a smooth event season and will gain an understanding of the Canadian Snowboard Competition Pathway, from grassroots all the way to World Cup events.

Key responsibilities include:

Key Functional Area	Tasks
Event Execution	<ul style="list-style-type: none"> - Managing sponsorship activations at National events. - Supporting the execution of development level snowboard events e.g. Grom / Elleboard. - Facilitating banquets at National Championships. - Event management support as required at pre-determined Provincial, National and World Cup events throughout the season.
Communications	<ul style="list-style-type: none"> - Website updates of event and program information. - Social media support in the lead up to and during specific events.
Logistics	<ul style="list-style-type: none"> - Event merchandise ordering and inventory management. - Shipping and receiving of event equipment and supplies
National Membership System Support	<ul style="list-style-type: none"> - Support in the implementation of the new national membership database system. - Support in the implementation of new sanctioning processes to ensure Canada Snowboard is aligned to the latest Safe Sport and Risk Management requirements. - Development of membership related documents and manuals.
Website Support	<ul style="list-style-type: none"> - Maintain and update Sport Development related areas of the Canada Snowboard website. - Creation and implementation of online training tools.



National Coaching Program Support	<ul style="list-style-type: none">- Contract Management- Newsletters and Updates to National database- Development of Coach related documents and manuals.
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Successful candidates will have:

- Excellent oral & written skills in English and/or French
- Excellent knowledge of the office suite (word, excel, smartsheets etc.)
- Excellent time management skills, multitasking skills and the ability to prioritize tasks
- Flexibility to work an adaptive schedule based around different events.

Note: Bilingualism in French and English is be an asset, however not necessarily a requirement. A background in the sport of competitive snowboarding and/or the Canadian sport system would also be considered an asset.

How to Apply

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to info@canadasnowboard.ca by September 25, 2019.