



**WRESTLING BC**  
British Columbia Wrestling Association  
Tel: 604-737-3092  
Email : [execdirector@bcwrestling.com](mailto:execdirector@bcwrestling.com)  
Website : [www.bcwrestling.com](http://www.bcwrestling.com)

## **Program Development Coordinator (PDC-2024)**

### **JOB DESCRIPTION:**

The Program Development Coordinator is responsible for providing support to BCWA in grassroots program development, event hosting, community coach development, official development, execution, monitoring, and analysis in all programs. This includes programming for youth of all ages and abilities, throughout each identified Zone in the province. As a member of the BCWA team and reporting to the Executive Director, the Program Development Coordinator is responsible for ensuring a consistent and best in class approach to all wrestling programs in British Columbia.

### **DUTIES AND RESPONSIBILITIES:**

- Support the development, execution and analysis of new programming for youth participants.
- Execute sport development program work plans and task lists.
- Establish and manage effective working relationships with all constituents and partners of BC Wrestling office and its committees.
- Contribute to a collaborative, cross-functional team as a member of the BCWA sport participation development team.
- Use metrics and program tracking to continuously improve the quality of all programs.
- Recruit, supervise, train, and evaluate staff as assigned.
- Assist with implementation of components within the BCWA Grassroots Wrestling Clubs Business Plan.
- Assist in formulation of policies, guidelines, evaluation processes, goals, and objectives for programs and other areas as assigned.
- Coordinate scheduling of facilities and reservations for other areas as assigned.
- Assess needs and interest, recommend programs to be conducted, evaluate after season ends, and make recommendations for changes as required.
- Obtain needed facilities, equipment, supplies, medical needs, and personnel to operate program.
- Assist in the development of publicity for grassroots, coaching, and officiating through various media techniques, including web sites and social media.
- Determine programs' requirements.
- Establish method to deliver programs.
- Identify the target audience and communities.
- Connect with coaches and leaders to establish programs.
- Work with newly trained coaches by providing training opportunities both on mat and online professional development.
- Liaison between BCWA office and coaches/members.
- Obtain participants' registration information, collect program evaluation/feedback, and provide reports.
- The Services will also include any other tasks which the Parties may agree on.



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## **DELIVERABLES:**

- Collect all participants' registration and provide to the Executive Director.
- Provide program evaluation forms to participants and collect and provide to the Executive Director.
- Support the delivery of BCWA tournaments, camps, workshops, and clinics.
- Support the delivery of grassroots initiatives to meet the BCSPG Grassroots Development Program objectives.
- Provide event and program reports to the Executive Director.
- Ensure supplies and equipment are available and meet safety standards.
- Establish and maintain relationship with local organizational partners.
- Develop and implement grassroots and coaching initiatives in line with BC Wrestling's vision and values.
- Create detailed plans as directed by the Executive Director.
- Meet established targets for grassroots participants and coach development.

**REMUNERATION:** Salary will be dependent on work schedule and may vary from month to month.

**SCHEDULE:** Average of 20 hours per week with a split of in-person and remote work. Administrative work will be completed from home with a flexible schedule, while in-person sessions will be mainly school hours with some after school and weekends. Work is year-round and will depend on demand and the Program Development Coordinator's ability to establish programs.

## **TERM OF EMPLOYMENT**

One year contract to be renewed annually of the calendar year, based on a successful performance evaluation and funding availability. Specific details will be provided in the contract.

## **CONDITIONS/REQUIREMENTS**

Will have completed or shall complete and submit a Criminal Record Check as required through the Criminal Records Review Act for employee's working with children directly or having or potentially having unsupervised access to children in the ordinary course of employment.

## **APPLICATION DEADLINE:**

Please provide a resume and cover letter to Non Ha by email, [execdirector@bcwrestling.com](mailto:execdirector@bcwrestling.com)  
Application deadline: August 30, 2024 or when position is filled.