



POSITION POSTING

Position Title: Athletic Assistant
Part-time (2/11ths) or equivalent
Department: Athletics
Immediate Supervisor: Director of Athletics

Nature and Scope

The Athletics Assistant will support the administration of Brentwood's Athletic program. Working with the Director of Athletics and coaches, the assistant will support term by term registration, including BC School Sports documentation, assist with the overall athletic calendar, manage all athletic trophies and awards, assist with student athletic reports, and support major tournaments/events.

Education / Certification:

- A relevant undergraduate degree
- A Physical Education degree is an asset
- A background in coaching/sport is an asset
- Certification to teach in British Columbia is an asset

Duties:

- Administer term by term student registration
 - o Manage MySchool (school database) athletic registrations
 - o Manage changes to student sport selections
 - o Administer BC Schools Sport team and student registrations
 - o Work with the Director of Athletics to manage the student appeal process with BC Schools Sports
- Manage the overall athletic calendar
 - o Using MySchool and the school's internal Google Calendar, ensure athletic events are posted and updated
 - o Support coaches through this process
- Manage athletic trophies, awards, presentations and honour boards
 - o Coordinate with the Director and coaches all internal and external trophies
 - Keep all trophies up to date - engraving
 - o Manage term by term awards ceremonies
 - o Update captains and other athletic honour boards
- Assist with student reporting
 - o Support both internal and external coaches with their reports as required
 - o Assist with proof reading athletic reports as required
- Assist with major sport events/tournaments
 - o Working with the Director and Heads of Sport, assist with hosting major athletic events
- When required, provide coverage for athletic offerings
 - o Assist with coaching absences and coverage



Skills:

- Superior organizational skills
 - o Demonstrated use of successful organizational processes
 - o Proactive approach to workflow
- Demonstrated passion and positivity
 - o Demonstrated success working with young people
 - o Demonstrated optimistic and positive attitude

Working Conditions

- Located in a modern campus complex
- Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment.
- Work in a fast-paced learning and school community environment that operates 7 days a week.
- There will be periods of intense work.
- Day, afternoon, and evening shifts of varying duration, including weekends are expected.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources, no later than at **noon on Monday April 15, 2019.**

Fax (250) 743-8446 | hr@brentwood.bc.ca
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We thank all applicants for their interest in this opportunity