



Sport Administration Coordinator

BC Artistic Swimming (BCAS) is the governing body for artistic swimming in British Columbia and a grassroots organization of passionate people committed to growing our sport. Supporting athletes of all ages and abilities is critical to the growth of artistic swimming in BC and motivated the organization of BCAS under three equal pillars: Operations, High Performance, and Sport Development. Under this structure, with exceptional professional leadership and expert advisory committees for each pillar, BCAS supports all members, communities, and programs in BC.

The Opportunity

BCAS is seeking a motivated and organized Part-time Administrative Coordinator to support the organization's operations and programs. This role will work collaboratively with BCAS staff to ensure day-to-day operations are executed successfully and to support program operations and event preparation.

The ideal candidate has experience in the sports sector and in an administrative role. This role requires knowledge and expertise in a variety of digital programs and will require the successful candidate to complete a range of administrative tasks, depending on the organization's needs. The successful candidate will be organized, have strong communication skills, be highly motivated, and be able to learn and take on new tasks with strong attention to detail.

This is a part-time position with an expected commitment of 10 hours per week, with the possibility of additional hours during events and competitions. The successful candidate will work remotely from their home and be required to attend provincial events, camps, and activities as needed. Given the remote nature of this position, it is of paramount importance that there is strong communication with the Executive Director and other BCAS staff.

Accountability

The Sport Administration Coordinator reports to the Executive Director and works collaboratively with BCAS leaders and staff to support the operations of BC Artistic Swimming. As appropriate, the Sport Administration Coordinator works with various staff and key volunteers to support daily operations, projects and events.

Administrative Responsibilities

- Assist in developing and updating resources, events, and program documentation
- Provide general administrative support, including document preparation, data entry and responding to member inquiries
- General Finance Administration, including the preparation of payables and receivables.
- Create, monitor and report on programs and membership categories through RAMP registration
- Event and Competition preparation tasks, including bookings, resource preparation, scheduling and volunteer management
- On-site event and competition support
- Maintain and verify membership and program records





- Execute additional tasks or projects, as assigned by the Executive Director

Qualifications and Requirements

- Applicant must be legally permitted to work in Canada
- Resident of British Columbia
- Minimum high school diploma, ideally completed one or more years of post-secondary education, and/or have work experience in a related field
- Prior experience in administrative or coordinator roles, ideally in a sport or recreation setting
- Excellence in organization, communication and time-management skills
- Proficiency with computer programs, including Microsoft Office Suite and RAMP Registration, will be considered an asset
- Ability to manage multiple projects and priorities
- Flexible availability, including occasional evenings and weekends

Position Details

- **Reports to:** Executive Director
- **Location:** Remote, Lower Mainland/Vancouver Island preferred
- **Travel:** Travel required to be on-site during events
- **Employment Type:** Permanent, full-time
- **Target Start Date:** May 15, 2026
- **Contract Term:** 1 year, with the possibility of extension
- **Compensation:** \$20 - \$23 / hour, dependent on experience and qualifications
- **Hours of Work:** 10 hours a week, with potential for additional hours during events and competitions
- **Application Deadline:** April 30, 2026

Application Details

Interested candidates should submit a resume and cover letter detailing their experience and qualifications to Patrik Zimmermann, BC Artistic Swimming Executive Director, at pzimmermann@bcartisticswimming.ca by the application deadline of April 30, 2026.

Only candidates who submit both a resume and a cover letter by the deadline will be considered for interviews. BCAS reserves the right to review applications and conduct interviews prior to the application closing date. Interested candidates are encouraged to apply as soon as possible.

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. We welcome and encourage applications from all qualified candidates, including people with differing abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

While we thank you for your interest and appreciate all applications, only those individuals selected for an interview will be contacted.