



Sport Development & Event 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, organized Sport Development & Event Coordinator (SD & EC) to support its 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 Sport Development & Event Coordinator is responsible for the on-site management of BC Artistic Swimming's provincial competitions and for supporting the development and growth of artistic swimming at all ages and stages. The SD&EC works in collaboration with technical leaders and staff to ensure that meaningful and effective programs and competition structures support athlete development through Long-Term Development strategies. Additionally, the SD & EC manages provincial competitions and troubleshoots in-competition issues as they arise. They are responsible for the management of the following provincial competitions annually:

- Training Meet #1
- Training Meet #2
- National Stream Provincial Qualifier & Training Meet #3
- National Stream Provincial Championships & Masters Provincial Qualifier
- Provincial Stream Provincial Qualifier, Limited Competition Provincial Championships & Masters Provincial Championships (Mable Moran Meet)
- Provincial Stream Provincial Championships (Jean Peters Meet)

The Sport Development & Event Coordinator is also responsible for the on-site management of the BC Summer Games, hosted every two years in even-numbered years, and any other competitions that may be scheduled in partnership with other artistic swimming stakeholders.

The role reports to and is accountable to the Executive Director and works collaboratively with the Administrative Coordinator and the High-Performance Manager to deliver provincial competitions.

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 and event-based 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.



Accountability

This is a permanent full-time position with an expected commitment of 37.5 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 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.

The Sport Development & Event Coordinator's duties include the following key responsibilities and reporting requirements:

Administrative Responsibilities

- Identify and create event designs, concepts, and approaches to ensure that events meet objectives.
- Coordinate event-specific budgets, timelines, and other aspects of the event project.
- Lead on-site decisions as primary contact during event delivery, providing support for escalated issues and ensuring the most efficient solutions.
- Direct, allocate, and supervise the work of event volunteers.
- Plan, stage and evaluate a variety of key and/or high-profile events.
- Prepare and analyze event data and report findings to key stakeholders.
- In collaboration with the Executive Director:
 - fulfill annual reporting requirements established by funders and partners (e.g., viaSport, Canada Artistic Swimming, Province of BC (Gaming), and other funders or partners);
 - develop, monitor, and manage the budgets for events & sport development programs;
 - ensure BCAS policies align with member and organizational needs.
- Ensure that the conduct of all parties participating in BCAS programs aligns with the principles of equity, diversity, and inclusion and the BCAS Conduct Policy Suite.
- Support risk management efforts by ensuring mitigation strategies are implemented, as appropriate.
- Create and nurture a safe sport environment in all BCAS programs.
- Develop, manage, and execute sport development workplans that demonstrate progress towards strategic priorities.
- Manage and maintain updates to the BCAS Technical Package, including membership communications and training related to its content.
- Serve as the BCAS liaison with BC Summer Games organizers, provincial advisors, sport chairs, zone representatives and coaches.
- Develop and implement strategies to enhance athlete growth and retention, using AquaGO! and innovative resources to expand participation and retain participants.
- Develop and deliver Summit programming, as requested and appropriate.
- Build collaborative working relationships with BCAS coaches and Clubs, engaging them in program development and implementation.
- Act as a BCAS representative and brand ambassador at events sanctioned by British Columbia Artistic Swimming, which may include Saturdays and Sundays, and travel in the province.
- Communicate updates, delays, cancellations, schedule changes, and other messages directly to participants, coaches, and others, as necessary, in a timely manner.
- Other duties as required in support of the department and/or unit.



Qualifications and Requirements

- Post-secondary education in sport/recreation management, event hosting, health & physical education or another applicable related field.
- 1-3 years of volunteer or professional experience planning, managing, and executing sports events, such as tournaments, leagues, and other competitions.
- Experience working with and motivating engaged volunteers.
- Exceptional organization and planning skills with the ability to take initiative and effectively prioritize tasks to meet deadlines.
- Ability to operate under a flexible schedule, including weekends. Please note that if work is scheduled on a weekend, the employee is provided with a day off during the regular work week to compensate.
- Creative problem-solving skills, forward-thinking, and the ability to adapt to changing environments.
- Experience working in multi-stakeholder event environments, setting service-oriented standards for self and others.
- Demonstrated passion for sport and willingness to learn.
- Ability to work both independently with limited direct supervision, as well as work collaboratively in a small team setting.
- Knowledge and/or experience of Provincial Sport Organizations and the amateur sport system is considered an asset.
- Knowledge of the sport of Artistic Swimming is not required, but is considered an asset.
- Experience in project/event management and budgeting is an asset
- Knowledge of Word, Excel, PowerPoint and Outlook programs

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 1, 2026
- **Compensation:** \$45,000 - \$48,000
- **Hours of Work:** 37.5 hours a week, with potential for additional hours during events and competitions
- **Application Deadline:** April 20, 2026
- **Conditions:** Employment offer is subject to a satisfactory Criminal Records Check and Vulnerable Sector Screening

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 20, 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.