



Basketball BC Summer Games Contract Position Description

October 10, 2025

Position: BC Summer Games Coordinator

Contract: \$7,500

Supervisor: Executive Director

About Basketball BC @ the BC Summer Games

Basketball BC's responsibilities in the BC Summer Games generally focus on overseeing and delivering the basketball component of the event in collaboration with the BC Games Society and the Host Community (Kelowna, BC).

Why should you join Basketball BC? Along with the chance to work with a small and dynamic team, we also offer a work-at-home policy, professional development support, a positive culture, and more.

Position Description

Basketball BC is seeking a dedicated, collaborative, and detail-oriented candidate to join us in the role of Games Coordinator. The successful candidate will provide leadership, resources, and support to Zone community coaches and athletes participating in the BC Summer Games to assist them in leading their teams. The Games Coordinator will also lead the participant registration portfolio for BC Summer Games and Zone Teams. This role requires a team player who excels at problem solving and works well in a fast-moving and dynamic environment.

Education

Preference may be provided to candidates with a relevant degree or diploma (e.g. sport administration/management, recreation leadership etc.).

Skills and Experience

- Teamwork in Basketball
- Problem solving
- Event management
- Adaptability
- Efficient and consistent
- Meeting tight deadlines
- Attention to detail
- Working under pressure



Key Responsibilities

Mid – November 2025 to Early August 2026

On Site in Kelowna BC July 21 – 26, 2026 (Travel expenses are covered).

Sport Technical Leadership

- **Serve as the Provincial Sport Organization (PSO)** responsible for basketball in the BC Summer Games.
- **Approve technical package** (rules, eligibility, equipment standards, competition format, etc.).
- **Ensure alignment** with Canada Basketball's Long-Term Athlete Development (LTAD) model and Basketball BC's athlete development pathway.

Athlete & Coach Selection

- **Establish selection criteria** and oversee the **qualification process** for Zone teams (e.g., tryouts, eligibility verification).
- **Appoint or approve zone head coaches and assistant coaches**, ensuring they meet NCCP certification and Safe Sport requirements.
- **Ensure gender equity** and adherence to BC Games eligibility age categories.

Administration & Communication

- **Consult with BC Games Society** on planning, schedules, and registration deadlines.
- **Provide technical support** to the Host Community's Sport Chair and Games organizers.
- **Ensure all athletes and coaches are properly registered** through the BC Games online system.
- **Coordinate uniforms, equipment, and officiating requirements** as needed.

Competition Delivery

- **Provide or approve officials** in partnership with BBCOC (BC Basketball Officials Committee).
- **Ensure competition runs according to Basketball BC and BC Games rules.**
- **Resolve sport-specific disputes or appeals** during the Games in coordination with the BC Games Sport Jury.

Development

- Use the Games as a **development opportunity for athletes, coaches, and officials** within the provincial system.
- **Promote fair play and positive sport culture** aligned with Basketball BC's values.

Position descriptions and duties are subject to change by the Executive Director.

How to Apply

Applications must be received before 11:59 p.m. on Tuesday October 28, 2025.

Please submit your resume and cover letter to Shawn Dheensaw

sdheensaw@basketball.bc.ca.

Only candidates selected to be interviewed will be contacted.