



## JOB DESCRIPTION

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| POSITION TITLE:      | <b>Coordinator, Sport Safety and Event Services</b>   |
| CORE STRATEGY AREA:  | Provide support to the Manager in sport safety and injury prevention and coordinates assigned day to day activities within the Sport Safety and Event Services program. |
| ACCOUNTABILITY:      | Manager, Sport Safety and Event Services  |
| APPLICATION DEADLINE | May 20, 2026 – Submit your resume to <a href="mailto:info@sportmedbc.com">info@sportmedbc.com</a>   |

### ORGANIZATION

*A professional not-for-profit society, SportMedBC is a focal point for sport medicine and science within the provincial sport system. SportMedBC is committed to identifying, developing and promoting Best Practices in Sport Health, Sport Safety and Sport Training. We aim to coordinate access to a network of practitioners and to be the ultimate resource for all active British Columbians interested in sport activities.*

### POSITION DESCRIPTION

The Coordinator of Sport Safety and Event Services programming provides day-to-day administrative and outreach support for the activities and operations of the organization's sport safety programming, including educational courses and workshops, event medical coverage services and injury prevention advocacy. The coordinator will have some technical knowledge of injury prevention principles, hold key administrative skills and have the ability to communicate well with the sport and recreation system, primarily being Provincial Sport Organizations, Multisport Service Organizations, sport clubs, municipal recreation departments, the education system, other sport and recreation organizations and public.

### RESPONSIBILITIES

#### ***Support of Strategic Planning and Policy Development***

- Work with the Sport Safety and Event Services Program Manager to develop and implement program plans to increase SportMedBC's applicable properties and services directed to the sport and recreation system, and for the general public.
- Provide support for the preparation and monitoring of annual and multi-year plans that deliver growing and effective Sport Safety and Event Services programming.
- Provide input to policies and procedures that govern and guide the Sport Safety and Event Services programs & services.

#### ***Program Delivery***

- Recruit host sites or host organizations to hold Sport Safety courses, workshops, seminars or other program delivery options.

- Coordinate all administrative requirements for courses, workshops, seminars or other program delivery options, including but not limited to working with hosts regarding promotion and on-site logistics, as well as distribution of workbooks, resources, forms and apparel to instructors and clinicians.
- Provide (as required) support to produce Sport Safety training resources (course workbooks, multimedia visual aids, and other educational and promotional materials).
- Work with the Communications Manager to ensure that information about courses, workshops and general sport safety and injury prevention information is available and distributed appropriately.
- Lead the day-to-day administration of the SportMedBC Practitioner and Clinic Directory, including reviewing new practitioner and clinic submissions and maintaining accurate listings. As directed, contribute ideas and content for SportMedBC publications in all mediums.
- Coordinate onboarding of new practitioners and clinics, including ensuring appropriate communication, database entry, and integration with relevant mailing lists, in collaboration with the Communications team.
- Coordinate in conjunction with the Manager the inventory and oversee the deployment and loaning of medical and first-aid equipment.
- Work with the Program Manager to track and book instructors, clinicians, therapists and other individuals required to deliver the Sport Safety and Event Services programs.

#### ***Financial Management***

- Maintain the revenue and expenses tracking system for each clinic, workshop and event.
- Initiate cheque requisitions, invoice requests and purchase orders as required for efficient and effective delivery program, for authorization by the Manager.

#### ***Partner Relations***

- Work with the Manager to build relationships and liaise with the key sport & recreation system stakeholders to facilitate the delivery and continued evolution of Sport Safety and Event Services programming.
- Build and maintain the Contract Relationship System for all instructors, clinicians, course and workshop attendees, host site partners and other pertinent people.
- Develop and maintain an appropriate host Centre and Host organization agreement system.
- Work with the Manager to ensure that appropriate Sport Safety Course accreditation agreements are developed and maintained with partner professional organizations.

#### ***Evaluation and Monitoring***

- Collect, compile and analyze course and workshop evaluations to improve program products and delivery.
- Work with the Manager in monitoring, evaluation and reporting on the activities and effectiveness of Sport Safety and Event Services programs and services in relation to the Strategic Plan.

***Skills and Qualifications***

- Strong administrative and organizational skills with attention to detail
- Excellent communication and relationship management abilities
- Experience working with databases, directories, or CRM systems is an asset
- Experience with website content management systems (e.g., WordPress and MailChimp) is considered an asset;
- Ability to manage multiple tasks and work collaboratively across departments

***Other Duties***

- Coordinating incoming and outgoing mail
- As requested by the Manager or the Executive Director