

Job Posting

BCSF South Peace Snowmobile Club Administrative Coordinator

The BC Snowmobile Federation has an exciting opportunity for someone from the South Peace to join our team. This position will work with our Executive Director to primarily support the snowmobile clubs in the communities of Tumbler Ridge, Chetwynd, and Mackenzie.

The successful candidate should live in one of the project's primary communities of Tumbler Ridge, Chetwynd, or Mackenzie but we would consider a candidate with the right skills from another area of the province. The candidate must have a strong background in administration with extensive experience in requesting and managing authorizations to use BC Public & Private Land for recreational purposes. The Primary Areas of Responsibility for this position will be:

- Land Authorizations: Seeking necessary land authorizations to support the start of projects identified in the SP Snowmobile Development Plan while also maintaining existing land agreements
- Club Management & Administration: creating processes and procedures for the effective management of each club supporting growth. While much of this work will need to be created a lot of the work will be simply adapting resources already within the Federation specifically for these clubs.
- Risk Management: Ensuring that a culture of safety and stewardship is maintained while minimizing risk to club operations and volunteers.
- Board of Directors Support: Providing support to the Directors of each club to ensure that capacity is built and can be sustained.
- Fundraising: Apply for grants, create partnerships, and create opportunities for the clubs to sustain this position and complete the work identified in the Master Plan.

Skills we are looking for

- Experience developing and submitting land authorizations and grant applications
- A high level of personal organization, be reliable and able to work self directed.
- Advanced knowledge of Google Workspace (formerly GSuite)
- Experience or willingness to learn non-profit management
- Experience drafting engaging documents/letters that have professional language and show a high level of grammar.
- Someone who is positive and has a “can do” attitude.

A detailed job description is attached.

This role is estimated to be 20-30 hours / week until March 31, 2024. This position has been created as an investment by our clubs to fund this position with the understanding that the candidate chosen will need to use this investment to make the position sustainable for future years. Therefore, the role going forward will largely depend on the candidates ability to get approvals in place, partnerships created and funding grants in their first year.

This job is also not your typical job in that every day is different, priorities will change daily, and working with a totally remote team can be challenging...but it can also be exciting! If you think this is a position you would be interested in please send a resume, your salary expectations, your office setup with expected rent and three work references to office@bcsf.org. In your cover letter please be sure to highlight other projects or initiatives you have led and why you think you would be an ideal fit for this position. Close date will be May 19, 2022 at 5pm.

BCSF South Peace Snowmobile Club Administrative Coordinator

Job Description

Position Title:	South Peace Snowmobile Club Administrative Coordinator
Classification:	Project Specific - Term 20-30 hours / week until March 31, 2024
Accountable to:	BCSF Executive Director

Summary:

The BC Snowmobile Federation is seeking an administrative coordinator to primarily support our clubs in the communities of Mackenzie, Chetwynd and Tumbler Ridge.

Primary Duties and Responsibilities for all three clubs:

Land Authorizations

- Implementation of the South Peace Snowmobile Development Master Plan including:
 - Apply for Section 57 authorizations to start work
 - Support movement toward Section 56 with Partnership Agreements that include Fee Determinations for all trails, cabins and parking areas identified by clubs (or BC Parks equivalents, where trails or facilities are located in BC Parks)
 - Manage use tracking on all trails in partnership with land managers
- Complete and manage Active Management / Permit Only area paperwork each season

- Confirm club membership system permits are working effectively with clear information on how the permit system functions for riders
- Provide main point of contact for District Recreation Officers, BC Parks representatives, and other land managers for all three clubs
- Provide main point of contact for Caribou program updates
- Review and management of Caribou closure signage, mapping and other administrative needs.
- Gather club data and maintain the BCSF Interactive Map to ensure updated riding information and caribou monitoring maps are current.

Club Management & Administration

- Create templated annual operational plans for each club, including budgets
- Monitor and track progress against annual operational plans, resulting in year end reports
- Manage separate financial systems for each club, including budgets and reporting revenue and expenses
- Submit annual paperwork to BCSF and ensure contacts are current for all Director positions
- Provide regular member newsletters or updates on activities in the region
- Create and manage club websites and ensure Amilia stores are functional for each club
- Provide and maintain links to information about closure areas or permit only areas
- Manage and/or monitor grooming and maintenance operations (if appropriate)
- Develop and manage social media for clubs (if appropriate)
- Develop and manage marketing strategy to communicate knowledge about closures and permit only areas

Risk Management

- Adapt BCSF Resources to implement a basic OHS Program for each club

- Assist RSTBC and BC Parks with safety initiatives includes ATES ratings for each area.
- Ensure that clubs are utilizing BCSF Amilia system to capture waivers from riders
- Implement the BCSF sign standard in the region with an initial focus on Risk and Land Management.

Club Board of Directors Support

- Coordinate quarterly regional virtual updates or face to face meetings to ensure clubs remain connected and aligned while still retaining their autonomy.
- Schedule, plan and attend individual club board of directors' meetings. Write and distribute minutes (if appropriate)
- Assist with planning Annual General Meetings for each club including
 - notice to members
 - bylaw reviews
 - nominations process and recruitment
- Submit annual society filings for all clubs
- Submit regular financial reports to the Board of each Club
- Work with each club to adapt BCSF Governance resources to establish approved Governance/Administrative Policy for each club.
- Review and renewal of annual insurance policies for each club

Fundraising

- Seek new grant opportunities to help the clubs increase capacity, sustain this position and complete the work in their master plan.
- Develop sponsorship program for clubs and execute on sponsorship deliverables
- Create and execute annual membership drives for each club

