

Opening for Director of Government Programs

BC Taekwondo Federation is seeking an innovative and qualified director of government programs to join their team. As the director of government programs, you will have the opportunity to learn new skills and be a part developing and implementing new initiatives for the BC Taekwondo Federation. A commitment to athlete and coaching development, as well as an ability to seek and encourage growth in all areas of the sport (competitive, recreational, disability, etc.) is required. As the director of government programs, you will work closely with Ministry contact personnel, BCTF board of directors, athletes, parents and coaches. Those with excellent written and spoken communication skills are encouraged to apply.

Duties include:

- Preparing grant applications and reporting financial & activity summaries to our funding agencies
- Ensuring that all compliance requirements outlined in the contribution agreement are met and maintained
- Developing athlete/coach selection criteria for government funded programs in accordance to guidelines set out by the funding organization
- Attending meetings, workshops and events hosted by Sport BC, BC Sport Agency, etc.
- Supporting the Board of Directors and team in planning and implementing government approved programs and initiatives
- Maintaining communication (emails, website updates, telephone calls, mail, etc.) with athletes, parents and coaches in the Taekwondo community
- Serving as the main liaison between BCTF and various agencies including Sport BC, BC Sport Agency, CSC Pacific and the
- Ministry of Community, Sport and Cultural Development
- Reporting all activity to the BC Taekwondo Federation President, Vice President and Secretary General

Compensation:

Mostly volunteer position with quarterly honorarium compensation.

Please forward any inquires and/or resumes to Master Tony Kook at northshoretkd@shaw.ca.