



SHOWYOURCOLOURS

Job Title: JCP Supervisor

The Cowichan 2018 Summer Games are seeking individuals to fill several positions that will ensure the Games are successful and a truly memorable experience for participants and local residents. With 27 venues and 18 sports for young athletes to compete in, the Games will have a presence throughout our region.

The Games are looking for an energetic and committed individual to supervise up to 10 staff positions, which have been created in partnership with the Employment Program of British Columbia and the Government of Canada, and funded through the Job Creation Partnership Program (JCP).

Through the course of this work experience, the JCP participants will gain fundamental, personal, and teamwork employability skills. They will work as part of an office team and within the framework of a 14 member Board of Directors comprised of leaders serving their community as volunteers. Staff experience will include problem solving, communication and the management of information, task and project oversight and management, time management, etc. They will learn continuously as they participate in projects and tasks, resulting in increased confidence and breadth of skill.

The JCP supervisor will be responsible for overseeing the day-to-day operations of the participants and will report weekly to the Operations Manager. They will supervise the warehouse assistant, receptionist, and the (up to) 8 directorate assistants, offering guidance and training while delegating work tasks and running payroll. Their job is to ensure that day-to-day operations of the JCP project runs smoothly.

Duties and Responsibilities:

- Assist in Hiring JCP participants
- Assist in compiling training materials for JCP participants
- Training JCP staff

Providing guidance and coaching, the Administrative Supervisor trains all new incoming staff as well as provides any necessary additional training to current staff. These duties include processing new hire paperwork, orientation, and developing training programs that effectively implement all Summer Games policies and procedures.



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- Manage JCP staff

As the direct supervisor for administrative and support staff, the Supervisor is responsible for assigning job duties to individual staff members and prioritizing workloads. They are also responsible for processing payroll for all of their employees. They ensure that tasks are completed in an effective and timely manner

- Evaluate Participant Performance

In order to ensure their team's ongoing success, the Supervisor must continually evaluate their staff members and provide feedback for improvement. They are also responsible for identifying areas of weakness, departmental inefficiencies and providing appropriate recommendations for resolving these issues. They ensure employees act in accordance with company policies and implement disciplinary action when necessary.

- Perform Administrative Tasks

The Supervisor will also assist with administrative tasks as needed. This can include managing calendars, responding to email and phone messages, assisting with volunteer requests and questions, coordinating meetings, compiling meeting materials and documents, assisting with the creation of presentations, booking travel and providing executive staff with support as needed.

The JCP Supervisor will be a motivated self-starter, with great organizational and management skills. They will be efficient multi-taskers and apt communicators with strong decision-making abilities.

They play an important management role, and in order to be successful they must be capable of prioritizing duties and exhibiting leadership skills, which includes a capacity for educating employees as well as an ability to be assertive supervisors.



Core skills:



- Supervising staff
- Having industry relevant experience
- Proficiency in Microsoft Office programs, such as Word and Excel
- Demonstrating ability to create spreadsheets and presentations

Advanced skills:

- Multi-sport event planning an asset
- Volunteer management experience
- Payroll experience
- Training experience

Timeline:

This posting will remain open until position is filled. Available to start immediately – March 26th 2018. The successful candidate will be available to work 35 hours/week until August 24th, 2018.

Eligibility:

Applicants must live in the Cowichan Region for the duration of this employment.

How to Apply

Please email cover letter and resume to info@bcsummergames.ca

Canada



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The Employment Program of British Columbia is funded by the Government of Canada and the Province of British Columbia

