



## Position Description

**Position:** **Commissaire Coordinator**  
**Part Time:** Temporary: approximately 15 hours per week until November 15, 2023.  
This position is a pilot position and is possible with the support of the Rally Together Grant from the Province of B.C.  
**Reports to:** **CEO and Event Operations Manager**

### Job Overview:

Cycling BC is currently accepting applications for the role of Commissaire Coordinator for the 2023 season of competitive cycling in BC.

Cycling BC is the Provincial governing body for the sport of cycling in British Columbia. We represent the full range of disciplines including Road, Track, Cyclo-cross, Mountain Biking, BMX and Para-cycling. We operate our competitive season from March through November and sanction hundreds of events per season.

The successful candidate will be responsible for the organization of certified Cycling BC commissaires and will lead the recruitment and retention program of officials in the sport of Cycling. We are looking for an individual who is passionate about cycling and enthusiastic about growing the sport through our officials and commissaires. Our goal at Cycling BC is to build a role focused on working closely with our community of dedicated commissaires and overseeing all aspects of officiating bike races in the province.

### Responsibilities and Duties:

The Commissaire Coordinator will support the strategic and operational objectives of Cycling BC's Event Operations with responsibilities in several key areas:

1. **Scheduling:** The coordinator is responsible for the scheduling of commissaires for sanctioned events or races. They must coordinate with the community of Cycling BC commissaires and event organizers to ensure commissaires are prepared and available for events.
2. **Recruitment & Development:** The coordinator is responsible for the recruitment, hiring, and development of commissaires including the coordination of education sessions, training, and background checks to ensure commissaires are qualified and have all necessary experience.
3. **Evaluation & Regulation:** The coordinator is responsible for overseeing and assigning all commissaires roles and responsibilities in the province. The coordinator may provide feedback to help officials improve their skills or address concerns that may arise.
4. **Administration:** The coordinator is responsible for handling administrative tasks related to commissaires including but not limited to, organizing event accommodations, processing expense reports, and record keeping.
5. **Community Engagement:** The coordinator is responsible for engaging with our community of commissaires, resolving conflicts that may arise between parties, and fostering a fun and safe learning environment for all levels of commissaires.

### Qualifications:

- **Education:**
  - Provincial Commissaire "B" Certification (or higher preferred)
  - Bachelor's degree (or higher preferred)



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- Experience:
  - Experience officiating competitive sporting events
  - Sports management or event management experience is an asset
  - Experience in logistics and/or schedule management
- Proficiency in computer skills is mandatory to perform duties effectively such as scheduling, payment processing, maintaining records, and video conferencing, to name a few. Proficiency in Excel spreadsheets is an asset.
- Strong communication skills
- Detail-oriented
- Excellent organizational skills