



BC Games Society Staff Position Description

September 2025

Position:	Games Manager
Incumbent:	
Salary:	Starting at \$78,000
Supervisor:	President and CEO
Areas of Responsibility:	BC Summer Games (70%) Participant Registration (20%) Special Projects (10%)

About the BC Games Society

The BC Games Society is the organization responsible for setting the ongoing policy and direction of the BC Winter and BC Summer Games and supporting Team BC at the Canada Games. We strive to inspire exceptional experiences for all participants, staff, and volunteers by fostering an accessible, positive, respectful, and inclusive environment.

Why should you join the BC Games Society? Along with the chance to work with a small and dynamic team, we also offer a competitive salary, 20 days paid vacation, a comprehensive benefits package (for self and family), including extended medical, dental, vision, as well as life insurance and AD&D coverage, matching RSP program, work-at-home policy, professional development support, a positive culture, and much more.

Position Description

The BC Games Society is seeking a dedicated, collaborative, and detail-oriented candidate to join us in the role of Games Manager. The successful candidate will provide leadership, resources, and support to host community volunteers working on the BC Summer Games to assist them in leading their teams. The Games Manager will also lead the participant registration portfolio for BC Games and Team BC, provide support for the BC Winter Games and Team BC, and oversee or assist with special projects as required. This role requires a team player who excels at problem solving and works well in a fast-moving and dynamic environment.

Education

Relevant degree or diploma (e.g. sport administration/management, recreation leadership etc.).

Skills and Experience

- Teamwork
- Problem solving
- Event management
- Adaptability
- Efficient and consistent
- Meeting tight deadlines
- Attention to detail
- Working under pressure

Key Responsibilities

The Games Manager plays a key role in three key areas: BC Summer Games (70%), BC Games and Team BC Registration (20%), and Special Projects (10%).

Beyond these areas, the Games Manager will also work closely with colleagues to help with projects and tasks when necessary. Teamwork is a key value at the Society and plays an integral role in our success. All staff are expected to attend staff meetings, act with professionalism, make positive contributions, participate in our team approach to decision making, and take active responsibility for maintaining a healthy working environment.

Position descriptions and duties are subject to change by the President and CEO.

BC Summer Games (70%)

This position is one of two key leadership roles responsible for the planning and delivery of BC Summer Games by building relationships and supporting Directors as they lead their teams. Alongside the Senior Manager-BC Summer Games, with support from other Managers, the Games Manager will:

- Prepare Guidelines.
- Onboard members of the host society Board of Directors.
- Maintain relationships with key stakeholders in host communities, such as municipalities and school districts.
- Provide support to the BC Summer Games President, Vice President, and Operations Manager.
- Support seven Directorates: Access Control, Ceremonies & Special Events, Food Services, Logistics, Medical Services, Protocol; and Transportation.
- Monitor Directorate and Chair task lists to ensure all critical areas are delivered.
- Support the development of the host society budget and monitor spending to ensure that financial investments are protected.
- Attend briefings and key events, including the Torch lighting Ceremony and Reception, Opening Ceremony, Provincial Government Reception, Civic Luncheon, Closing Celebration, and other official receptions as requested by the President and CEO.
- Attend the following as required: Games and Guidelines Meetings, Directorate Orientation Meetings, Key Volunteer Rally, Progress Report Meetings, Sport Venue Tour, Directorate Meetings, Board Meetings, and the Legacy Event.

BC Games and Team BC Registration (20%)

This position is responsible for the participant registration portfolio. This portfolio involves the management of the registration process for all participants in both the BC Winter and BC Summer Games, as well as Team BC for the Canada Games.

The Games Manager will:

- Work with IT staff on updating and preparing online registration and tracking systems.
- Review and update all registration materials and timelines for Games cycles.
- Lead staff through the process of checking incoming registration information.
- Ensure BC Summer Games Provincial Sport Organizations (PSO) have key registration information and are familiar with the process.
- Coordinate and lead online information sessions with Provincial Advisors and Zone Representatives appointed by each PSO regarding registration.
- Verify accuracy of information collected during host society volunteer registration and ensure proper distribution of information to relevant host society Directorates.

Special Projects (10%)

G2G Sessions (Guide to the Games) for Participants:

- Update materials.
- Recruit facilitators and secure venues.
- Create promotional plans for all participants.
- Oversee delivery of in-person presentations and online webinars.

Other tasks:

- Oversee any special projects as requested.
- Support and attend the BC Winter Games as required.
- Periodically attend regularly scheduled BC Games Society Board meetings and prepare presentations on the status of relevant projects and issues.
- Support marketing and communications tasks and initiatives as required.
- Identify and pursue professional development opportunities.
- Other tasks as assigned by the President and CEO.

How to Apply

Applications must be received before 11:59 p.m. on Thursday, September 18, 2025.

Please submit your resume and cover letter to application@bcgames.org.

Only candidates selected to be interviewed will be contacted.