



## **Development Manager (BC) - AFL Canada**

AFL Canada is seeking suitably qualified applicants for the position of Development Manager, located in Vancouver, British Columbia.

AFL Canada is responsible for the governance, promotion and growth of Australian Football in Canada. Development Managers are integral to the growth, development and sustainability of the game within their province.

British Columbia has a rich Australian Football history for an Area Development Manager to build upon through junior programming, current club development and new club development.

### **Qualifications -**

The suitable candidate will:

- Hold a bachelor's degree in a related field.
  - Relevant experience will be considered in lieu of a degree.
- Hold a valid driver's licence.
- Have (or be willing to obtain) a recent background/police check.
- Previous experience working with youth in a sport/recreation, teaching, or day camp environment
  - Previous Australian Football knowledge/experience (particularly with youth) will be considered an asset but not essential for the role.
- Experience with Google Suites, including mail, calendar and drive.
- Have excellent communication skills and have a key focus on building relationships.
- Be an innovative thinker with a goal-oriented approach to work.
- Have the capacity to work independently as well as collaboratively.

### **Key Role Responsibilities -**

#### **General:**

- Serve as an AFL Canada ambassador in the area, adhering to AFL Canada's Member Protection Policy (Code of Conduct) as well as representing AFL Canada's values at all times.
- AFL Canada national duties, including organizing national events along with other volunteer/staff as well as carrying out tasks related to AFL Canada's strategic plan.

#### **Primary (50%) - Local Junior Development**

- School Program Management
  - Advertise and promote AFL Canada in-school programming locally.
    - Work with Executive Director to develop marketing materials and promotional plan.
  - Calendar Management - Book schools in for 'Intro to Footy' sessions.
  - Execute in-school programs locally.
- Junior Program Management
  - Organize logistics of the junior programming in the region, including Kinderkick, Auskick and Kangakick.
    - Fields & Equipment - communication with relevant stakeholders



- Registration forms.
- Auskick packs.
- Communication with parents.
- Organize the finances of the junior programming in the area.
  - Set and collect membership fees.
  - Report to AFL Canada.
- Advertise local junior programs in school intro sessions.
- Execute local junior programming.
- Resource development

### **30% - Province-Wide Australian Football Development**

- Assisting new clubs in developing, with particular focus on outside of Metro Vancouver.
- Researching and assisting with funding applications and opportunities for the provincial body.
- Assisting with education and empowerment of local leagues with key topics, including but not limited to:
  - Governance.
  - Social Media.
  - Sponsorship.

### **20% Local Club Engagement & Development Duties**

- Assist clubs with developing various streams of revenue (eg, sponsorship, grants, funding, etc).
- Assist club in developing their own junior programming through training of volunteers, programming resources, etc.

### **Contract Details -**

- 1-year contract (1 November, 2022 - October 31, 2023).
  - Some flexibility around start date.
- \$45-55k annually.
- Combined home office and on site position.
  - When required in session or in schools, employee must be on site.
  - Other tasks are completed in a work from home capacity (from Vancouver, BC).
- Relevant training to be provided by AFL Canada.
- Reports to AFL Canada's Executive Director.

**Interested candidates are encouraged to apply by sending their resume and a cover letter to [development@afllcanada.com](mailto:development@afllcanada.com), no later than October 20th, 2022.**