



305-4420 Chatterton Way  
Victoria, BC V8X 5J2  
(778) 430-9100  
www.swimbc.ca

**Position:** Intern (paid), Event and Administration

**Application Deadline:** April 8, 2026, 04:00pm (PT)

**Expected Start Date:** May 4, 2026

**Location:** Swim BC office, Victoria BC

[Swim BC](#) is the provincial governing body for competitive swimming in British Columbia. We are responsible for the conduct of all competition; development of athletes, coaches, and officials; administering club services; membership registration; sport governance and sport system management. Our programs support a membership of over 15,000 swimmers, coaches, officials, and administrators in over 80 clubs throughout the province.

**Vision:** A thriving swimming community inspired to achieve our individual and collective best.

**Mission:** Supporting competitive swimming through leadership, connection, and good governance.

**Values:** Community / Integrity / Innovation / Stewardship

The Swim BC office is located on the unceded territories of the lək'wəŋən speaking people known today as the Songhees, the SXIMELEL (Esquimalt) and the WSÁNEĆ First Nations.

## Overview:

Swim BC is seeking a motivated Sport Administration Intern who is passionate about sport, community development, and athlete success. This part-time (approx. 25hrs/week) 3-month internship provides hands-on experience in sport governance, event delivery, athlete services, and organizational operations within a provincial sport organization. The intern will work closely with the Swim BC staff and gain exposure to multiple areas of sport management, including competitions, communications, and membership services. This is an excellent opportunity for students interested in careers in sport management, event management, sport governance, or non-profit administration.

## Responsibilities and Duties include but are not limited to:

- Provincial Competition and Event Management:
  - Supporting Swim BC's Performance Development Manager in the planning and execution of Divisional and Provincial level events
  - Support in meet logistical planning
  - Work with meet specific software



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- Validation of competition entries (verification of time standards; entry limits)
- Attending two Swim BC competition weekends within BC
- Support in the event management during the competition weekends
- Club Application & Accountability Management:
  - Support the club application process to uphold Swim BC standards
  - Work with registration specific software
  - Review club policies
  - Review of website
- Skills and Qualifications:
  - Registered student at a recognized Canadian post-secondary institution with an enrollment in Sport Management or other related programs
  - Proficiency with Microsoft 365 and especially Excel
  - Strong interpersonal and communication skills, both verbal and written
  - Skilled in problem-solving and critical thinking
  - Ability to collaborate effectively in a team setting
  - Must be able to remain on feet for extended periods of time and lift/carry items over 30 lbs.
  - Experience in sport (as an athlete, coach, volunteer, or official) is considered an asset
  - Background in competitive swimming is considered an asset
  - Familiarity with the operations of not-for-profit or sports organizations is an asset.
  - Familiarity with software's like Hy-tek, SportLomo, and Cognito Forms are an asset
  - A negative Police Record Check including a vulnerable sector check prior to the start of the role will be required
- What We Offer:
  - 300hrs internship
  - Monthly salary in a range of \$2,000.00- \$2,400.00 (The salary range is provided as a guideline; final compensation will depend on qualifications and may be adjusted based on the status of anticipated grant funding.)
  - Practical experience within a leading provincial sport organization
  - Mentorship and exposure to sport industry professionals
  - Flexible work arrangements
  - Opportunity to contribute to meaningful sport development initiatives



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- **Working Conditions:**  
This is a part-time summer position (approximately 25 hours per week) based at the Swim BC office in Victoria. Work hours can be scheduled within regular office hours, with some flexibility required. The role includes travel within British Columbia for at least two fixed event weekends. Due to the nature of the position, evening and weekend work will be required to support events. During event weekends, additional hours can be expected. Overtime is not paid; however, time off in lieu will be provided. Swim BC hosts Divisional and Provincial Championship events in June and July. The successful candidate will be expected to attend ideally two of the four events as part of their practical learning experience. Specific event assignments will be discussed during the interview process.
- **Apply:**  
Send an email with your cover letter and resume to Swim BC's Executive Director, Elmar Heger, at [Elmar.heger@swimbc.ca](mailto:Elmar.heger@swimbc.ca) **before April 8, 2026, 04:00pm PT.**

We thank all applicants who apply, but only those candidates selected for an interview will be contacted.

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age marital status, family status or disability.