

Request for Proposals: BC Rodeo Association, Entry System Secretary

Proposals are being accepted by the BC Rodeo Association Board of Directors for a contract position to fulfill the duties of the BC Entry System. This will be a single contract submitted by Individual(s) who are able to fulfill the duties and obligations outlined below.

The BCRA Office Manager position is also open for proposals, individuals may bid on both positions.

Submit Proposals via email to: lionsheadresources@gmail.com shaylenetucker@gmail.com
allison.everett@sd27.bc.ca deniseswampy@gmail.com

Closing Date: Open until filled.

Starting Date: First rodeo of 2024 season*

The successful applicant will be required to participate in a training period prior to the first rodeo.

Successful applicant will report to: BCRA President and Board of Directors.

Office Requirements (online entry system and smart phone app entry system phone number provided by BCRA):

- Computer with internet
- Smart phone to use the phone app (in app or through call forwarding)
- Quiet workspace to conduct the entry system duties

Duties Include:

- Inputting all Local Entries into Online System (local entry list provided by each committee)
- Call in Entries (Answering calls during call in entry and uploading the entry to Online System) (call in is a set period of 8am – 2pm on Wednesdays)
- Setting the voicemail with the late entry instructions
- Checking the voicemail for late entries and adding them to Online System (late entry period provided)
- Making a list of all late entries and providing it to Office Manager
- Performing the draw based off of the Entry Priority and Rodeo Committee Preferences (Entry Priority and preferences to be provided)
- Posting the draw to be live/viewable prior to Call Back
- Answering calls during Call Back (call back is a set period of 8am-1pm on Tuesdays)
- Performing trades and updating the online draw as necessary (during call back only)
- Completing day sheets and sending the document to the Office Manager
- Completing an Entry Report for each rodeo

Minimum Qualifications

- Experienced with a computer
- Comfortable on phone calls
- Organized and able to communicate clearly
- Comfortable with strict deadlines
- Able to work remotely
- Comfortable to work alone, without constant supervision

Preferred Qualifications

- Knowledge/Experience of Rodeo Entries and Draws