

**POSITION AVAILABLE
ASSISTANT PROGRAM COORDINATOR**



BC Wheelchair Sports is seeking an individual to fulfill a part-time contract position (approximately 12-15 hours per week) as Assistant Program Coordinator. Programs may include: BCWSA 'Bridging the Gap' (BTG) recruitment and retention program, wheelchair loan program, junior sport camp program, special events and other programs and services as required. The successful candidate will report to the BCWSA Program Manager & Program Coordinator.

Position	<ul style="list-style-type: none"> Assistant Program Coordinator
Key Responsibility Areas	<ul style="list-style-type: none"> Event Management – support the delivery of the BCWSA 50th Anniversary Celebration. Assist with logistics, communications, protocol, administration and other duties as required. Support other events as required, such as the planning of the Push4Impact fundraising and awareness event. Junior Sport Camps & Community Programs – assist with the coordination of junior sports and community sport program related arrangements including: facilities, transportation, promotions, equipment, recruitment, activities, leaders, medical support Bridging the Gap-Getting Physically Active Program – assist with program delivery elements including: promotions, facilities, clinics, introductory programs, leaders, equipment Sport Program Delivery – assist with the delivery of programs, camps and clinics in wheelchair tennis, wheelchair athletics and wheelchair rugby Wheelchair Loan program – assist with the BCWSA Wheelchair Loan program, including transportation of equipment, maintenance, inventory and tracking BCWSA Strategic Planning Process – assist with logistics and administration related to BCWSA's Strategic Planning Process General Administration duties related to the position
Qualifications & Experience	<ul style="list-style-type: none"> Must be able to work efficiently, independently and be able to multi task Must be willing to have a criminal record check and complete a Screening Disclosure form Must be available to work flexible hours including evenings and weekends Must have knowledge in working with computers including Word and Excel Must have an outgoing personality and ability to network Excellent communication skills – verbal and written Knowledge and experience in working with people with physical disabilities is an asset Knowledge of sports wheelchairs and ability to assist with wheelchair loan program elements such as wheelchair maintenance and transportation is an asset Knowledge and experience working in the sport system is an asset Knowledge and experience in event hosting is an asset Public Speaking training and experience is an asset Working with youth is an asset Class 4 driver's license is an asset First Aid training is an asset Physical ability to move and lift heavy objects is an asset
Eligibility	<ul style="list-style-type: none"> The applicant must meet the Canada Summer Jobs eligibility requirements: 15 – 30 years of age; Canadian Citizen, Permanent Resident, or person to whom refugee protections has been conferred; have a valid social insurance number at the start of employment; legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.
Wages	<ul style="list-style-type: none"> \$15.50 per hour
Deadline for application	<ul style="list-style-type: none"> July 5, 2021
Anticipated Start Date Anticipated End Date <i>*Subject to change depending on interview process</i>	<ul style="list-style-type: none"> July 19th, 2021 December 3rd, 2021

SUBMIT COVER LETTER AND RESUME VIA EMAIL TO:

Michelle McDonell, Senior Program Coordinator, BC Wheelchair Sports michelle@bcwheelchairsports.com
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