



# BC WHEELCHAIR SPORTS

## POSITION AVAILABLE PROGRAM COORDINATOR Contract Position

BC Wheelchair Sports is seeking an individual to fulfill 9 month contract position as Program Coordinator on a part time basis. Programs will include: Wheelchair Athletics Program (track, road and seated throws), BCWSA 'Bridging the Gap' (BTG) recruitment and retention program, junior sport camp program, special events, community partnerships and other programs and services as required. The successful candidate will report to the BCWSA Program Managers and Executive Director.

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| Position                    | <ul style="list-style-type: none"><li>• Program Coordinator</li></ul>  |
| Key Responsibility Areas    | <ul style="list-style-type: none"><li>• Wheelchair Athletics - Sport Specific Programming &amp; Delivery – work directly with coaches, athletes, clubs and partner organizations to organize and deliver wheelchair sport programming in track, road racing and seated throws under the direction of the Program Manager, including ongoing training, camps and clinics, competition, provincial team program, equipment, and sport science and medicine.</li><li>• Bridging the Gap-Getting Physically Active Program – assist with program delivery elements including: promotions, facilities, clinics, introductory programs, leaders, equipment, community partnerships</li><li>• Event Management – support the organization of the Vancouver Invitational and Canada Cup International Wheelchair Rugby Tournaments including: volunteers, food services, transportation, accommodations, information, sport technical, leadership workshops, ceremonies, medical services, registration, promotions, awards and data management</li><li>• Junior Sport Camps &amp; Community Programs – assist with the coordination of junior sports programming and logistics</li><li>• Regional Development Workshop – Assist in the delivery of the BCWSA Regional Development Workshop, including accommodations, catering, communications, registration, and facilities</li><li>• Reporting – Work with the Program Managers and Executive Director to ensure all reporting data and information is submitted on time</li><li>• General Administration duties related to the position</li><li>• Other programming duties as assigned</li></ul> |
| Qualifications & Experience | <ul style="list-style-type: none"><li>• Sport management experience</li><li>• Event management experience</li><li>• Excellent communication skills – verbal and written</li><li>• Public Speaking training and experience is an asset</li><li>• Experience in working with people with physical disabilities is an asset</li><li>• Must be able to work efficiently, independently and be able to multi-task</li><li>• Must have physical ability and strength to meet job requirements which includes moving and lifting heavy objects (Throws Chairs and Equipment)</li><li>• Must be available to work flexible hours including evenings and weekends</li></ul>   |

- Must be willing to have a criminal record check
- Must have an outgoing personality and ability to network
- Knowledge of sports wheelchairs is an asset
- Knowledge and experience working in the sport system is an asset
- Working with youth is an asset
- Knowledge in computers including Word, Excel, and Access
- Class 4 drivers license is an asset
- First Aid training is an asset

Wages

- Commensurate with experience

Deadline for application

- July 12<sup>th</sup>, 2017

Start Date

- August 7<sup>th</sup>, 2018

End Date

- April 30, 2018

**SUBMIT COVER LETTER AND RESUME TO:** BC Wheelchair Sports, Gail Hamamoto, Executive Director  
[gail@bcwheelchairsports.com](mailto:gail@bcwheelchairsports.com), 604 333 3520 x201.

**Note: Only individuals chosen for an interview will be contacted**