

**POSITION AVAILABLE  
PROGRAM COORDINATOR**



BC Wheelchair Sports is seeking a fulltime staff person to fill a Program Coordinator position. Key areas of responsibility will include the 'Bridging the Gap' (BTG) recruitment and retention program, event support, sport program support, and other programs and services as required. The successful candidate will report to the Executive Director. For more information on BCWSA's Vision, Mission, Values and Strategic Plan, visit [www.bcwheelchairsports.com](http://www.bcwheelchairsports.com).

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| <b>Position</b>                                 | <ul style="list-style-type: none"> <li>• Program Coordinator</li> </ul>  |
| <b>Key Responsibility Areas</b>                 | <ul style="list-style-type: none"> <li>• Bridging the Gap – Getting Physically Active Program – assist with program delivery elements including: promotions and recruitment, securing facilities, delivering clinics, Have a Go Days, and introductory programs, and coordinating sport leaders, volunteers and equipment</li> <li>• Event Support – assist with the delivery of regional, provincial, and international wheelchair sport events hosted by BCWSA. Event elements include: volunteers, food services, transportation, accommodations, information, sport technical, ceremonies, medical services, registration, promotions, and awards</li> <li>• Sport Programs Support – assist with the delivery of programs and services in the sports of wheelchair tennis, wheelchair rugby and wheelchair athletics</li> <li>• General administration duties related to the position and other duties and responsibilities as assigned</li> </ul>  |
| <b>Qualifications &amp; Experience</b>          | <ul style="list-style-type: none"> <li>• Must have a degree in Kinesiology or Therapeutic Recreation or related field; or equivalent knowledge and experience in sport programming, athlete and coach development</li> <li>• Must have a good understanding of working with people with physical disabilities</li> <li>• Must be able to work efficiently, independently and be able to multi-task</li> <li>• Must complete a BCWSA Screening application including a criminal record check</li> <li>• Must have a Class 5 license (or equivalent)</li> <li>• Must have excellent communication skills (verbal and written) and have an outgoing personality and ability to network</li> <li>• Public Speaking training and experience is an asset</li> <li>• Knowledge in working with computers, including Word and Excel, is an asset</li> <li>• Working with youth is an asset</li> <li>• First Aid training is an asset</li> <li>• Class 4 license (or ability to apply for one) is an asset</li> </ul> |
| <b>Working Conditions &amp; Physical Effort</b> | <ul style="list-style-type: none"> <li>• Hybrid work environment but must reside in the Lower Mainland and be willing to commute to the BCWSA office (780 SW Marine Drive) on a weekly basis</li> <li>• Entry level, fulltime position (37.5 hrs/week); Monday to Friday but must be available to work flexible hours including evenings and weekends</li> <li>• Physical effort related to the position includes loading/unloading adaptive sport equipment for programming and supplies for events</li> </ul>  |
| <b>Compensation</b>                             | <ul style="list-style-type: none"> <li>• Salary range: \$42,000 - \$47,000</li> <li>• Compensation will be competitive and commensurate with experience and aligned with the nonprofit sector standards. Benefit package is available</li> </ul>   |
| <b>Deadline for application</b>                 | <ul style="list-style-type: none"> <li>• September 15<sup>th</sup>, 2023</li> </ul>  |
| <b>Anticipated Start Date</b>                   | <ul style="list-style-type: none"> <li>• October 2<sup>nd</sup>, 2023</li> </ul> <p><i>*Subject to change depending on interview process</i></p>   |

**SUBMIT COVER LETTER AND RESUME VIA EMAIL TO:**

Michelle McDonell, Interim Executive Director, BC Wheelchair Sports, [michelle@bcwheelchairsports.com](mailto:michelle@bcwheelchairsports.com), 604-333-3520

BC Wheelchair Sports Association welcomes and encourages applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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