

**POSITION AVAILABLE
ASSISTANT PROGRAM COORDINATOR**



BC Wheelchair Sports is seeking an individual to fulfill a fulltime termed employment position 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 & Sr. 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 Vancouver International Wheelchair Tennis Tournament, and the Kamloops Legacy Wheelchair Tennis Tournament including: volunteers, food services, transportation, accommodations, information, sport technical, ceremonies, medical services, registration, promotions, awards Junior Sport Camps & BTG Kids Programs – assist with the coordination of junior sports and community sport program related arrangements including: facilities, transportation, promotions, equipment, recruitment, activities, leaders, medical support and online program delivery. Bridging the Gap-Getting Physically Active Program – assist with program delivery elements including: promotions, facilities, clinics, introductory programs, leaders, equipment Sport Programs and event support – assist with programs in wheelchair athletics, wheelchair tennis and wheelchair rugby including weekly programming, tournaments and competitions General Administration duties related to the position
Qualifications & Experience	<ul style="list-style-type: none"> Must have a good understanding of working with people with physical disabilities. Must be able to work efficiently, independently and be able to multi task Must complete a BCWSA Screening application including a criminal record check 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 of sports wheelchairs an asset and ability to deliver wheelchair loan program requirements Knowledge and experience working in the sport system 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
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"> \$17.00 per hour
Deadline for application	<ul style="list-style-type: none"> April 30th, 2023
Anticipated Start Date Anticipated End Date	<ul style="list-style-type: none"> May 15th, 2023 August 25th, 2023 <p><i>*Subject to change depending on interview process</i></p>

SUBMIT COVER LETTER AND RESUME VIA EMAIL TO:

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