



Whistler Adaptive Sports Program
1 (604) 905-4493
info@whistleradaptive.com
www.whistleradaptive.com

Sport Supervisor

Posting Date: October 4, 2017

Organization: Whistler Adaptive Sports Program

Hours: Full time 32 to 40hrs/week

Pay: Dependent on experience

The Whistler Adaptive Sports Program changes lives for people with disabilities. Whistler Adaptive is committed to introducing as many individuals with a disability as possible to sport and recreation by breaking down the financial, physical, and social barriers as well as creating skills that will lead to future employment, independence, and confidence.

The Sport Supervisor is responsible for the day to day programming and operational needs of Whistler Adaptive Sports (with the exception of the Whistler Adaptive Ski & Snowboard Program). They will help to coordinate adaptive sport and leisure buddy programs for the participants and athletes of the Whistler Adaptive Sports Program. Reporting to the Executive Director; duties include excellent customer service, program delivery and assisting clients. The Sport Supervisor will also conduct athlete intake, assist program planning, training initiatives, participant tracking, assist with community outreach as well as sport coach and volunteer recruitment. Experience volunteering or working in a not-for-profit sport organization an asset.

Responsibilities:

Operational:

- Help to plan, schedule and facilitate seasonal weekly programming and facilitate drop in programming
- Schedule sport coaches, staff and volunteers to deliver programming
- Coordinate individuals, groups, and children with physical, cognitive and physical disabilities to participate in adaptive and leisure buddy programs
- Conduct intake of athletes and participants as well as assist with the creation of individualized recreational and sport plans
- Coordinate and facilitate delivery of training initiatives
- Work cooperatively with sport coaches, volunteers and partners to deliver community adaptive sport programming
- Collaborate with Whistler Adaptive core staff
- Ensure a safe and inviting environment for activity participants and athletes
- Adhere to safe operating procedures
- Foster a strong culture of health and safety; work with core Whistler Adaptive staff to ensure that all WorkSafeBC requirements are met
- Assist with the recruitment of sport coaches and volunteers to deliver Whistler and Pemberton based programming and ensure that volunteers feel like an invaluable part of our programming
- Maintain equipment, schedule servicing, and track equipment inventory
- Assist with scheduling of facility maintenance



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Administration:

- Maintain individual/group attendance, program reporting and achievement records
- Assist with volunteer records and tracking
- Assist with community outreach and marketing initiatives

Education/Experience:

- Relevant education in sport administration and/or related experience as well as sport coaching certifications an asset
- Some knowledge of various disabilities
- Knowledge of adaptive sport, Paralympic sport systems and/or Special Olympics
- Previous experience working in a not-for-profit organization as staff or volunteer an asset
- Satisfactory criminal record check is mandatory prior to commencement of employment
- First Aid certification is preferred
- Knowledge of some or all of the following activities: hiking, mountain biking/cycling/hand-cycling, resort activities, paddle sports (canoeing and kayaking), rowing, gymnastics, swimming, yoga, strength & conditioning, triathlon training, running, Nordic sports, alpine skiing and snowboarding, physical literacy programs and more.
- Knowledge of Whistler Adaptive product and services to assist promotion and cross-promotion when interacting with guests and athletes an asset

Skills:

- Strong computer skills including knowledge of Microsoft Office
- Marketing skills would be an asset
- Passion for adaptive sport and making a difference in our community
- Ability to work independently as well as part of a team
- Strong customer service skills and ability to work with individuals of all ages and their families

Physical Requirements:

- Ability to assist in the delivery of adaptive sport programming as needed

Applications Close: October 18 , 2017

As a requirement of the position, the successful applicant must obtain a satisfactory criminal record check prior to beginning employment. Must be a Canadian Resident or hold a valid Work Permit.

Interested candidates are asked to submit a cover letter and resume by email to cwalker@whistleradaptive.com.

Deadline for application: Friday, October 18, 2017 at 4:30 pm