



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

Squamish Adaptive Sport Coordinator

Posting Date: October 4, 2017

Organization: Whistler Adaptive Sports Program

Term: October to June, 2017 with possibility to extend

Hours: Average of 8hrs/week

Pay: Dependant 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 Squamish Adaptive Sport Coordinator helps to plan Whistler Adaptive Sport programs and opportunities in Squamish, BC. They will help to coordinate adaptive sport and leisure buddy programs to participants and athletes of the Whistler Adaptive Sports Program. Reporting to the Executive Director duties include excellent customer service and assisting clients. Work schedule can be flexible. The Coordinator will also assist with athlete intake, program participant tracking, assist with community outreach and volunteer recruitment. Experience volunteering or working in a not-for-profit sport organization an asset.

Responsibilities:

Operational:

- Coordinate individuals, groups, and children with physical, cognitive and physical disabilities to participate in adaptive and leisure buddy programs
- Work cooperatively with volunteers and partners to deliver community adaptive sport programming
- Collaboratively liaise 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 volunteers to deliver Squamish based programming and ensure that volunteers feel like an invaluable part of our programming

Administration:

- Maintain individual/group attendance and achievement records
- Assist with Squamish based volunteer records and tracking
- Assist with Community Outreach and Marketing



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Education/Experience:

- Some knowledge of various disabilities
- Knowledge of adaptive, Paralympic sport systems and/or Special Olympics
- Previous experience working in a not-for-profit organization as staff or volunteer an asset
- Education in sport administration or related experience as well as sport coaching certifications an asset
- Satisfactory criminal record check is mandatory prior to commencement of employment
- First Aid certification is preferred
- Knowledge 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
- 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

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. Preference will be given to Squamish based residents.

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