



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

## Lead Coach and Social Media Coordinator (1 Year Term - Maternity Leave Coverage)

**Posting Date:** March 16, 2021

**Organization:** Whistler Adaptive Sports Program

**Term:** April 12, 2021 to May 6, 2022

**Hours:** 40hrs/week (may vary during 2 week initial training period)

**Compensation:** \$25-26.50/hr

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.

### Position Description

The Lead Coach and Social Media Coordinator is responsible for leading and coaching many of Whistler Adaptive Sports programs. They are also the lead position for social media and organization communication.

### Qualifications:

- Diploma in Sport Management or previous coaching experience equivalent.
- Passion for adaptive sport and making a difference in our community.
- Preference given to those with a current Red Cross Water Safety Instructor Certification.
- Preference given to those who have current certification in CPR B and First Aid (will be included in training if the successful applicant is not current).
- Ability to instruct or lead individuals in indoor and outdoor adaptive sport, recreation and therapeutic activities.
- Knowledge of the following activities: hiking, mountain biking/cycling/hand-cycling, paddle sports (canoeing and kayaking), rowing, gymnastics, swimming, yoga, strength & conditioning, running, Alpine skiing and snowboarding, Cross-Country Skiing, Snowshoe and more. Must be willing and able to learn these sports and more.
- Computer proficiency and knowledge of Microsoft 365.
- Social media and marketing background.
- Familiar with problem analysis and problem solving.
- Ability to work independently as well as part of a team.
- Great listening skills.
- Strong customer service skills and ability to work with individuals of all ages and their families.
- Familiar with problem analysis and problem solving.

### Major Areas of Responsibility

- Administration
- Human Resources
- Program Operations
- Risk Management



## Primary Objective

- Communicate and incorporate the organizations vision and core values.
- Always maintain a high level of certifications in order to deliver high calibre lessons.
- Maintain a safe and healthy environment for all.
- Assist in training and mentoring all volunteers to ensure they thrive during their committed time with WAS.

## Specific Responsibilities

### Administration:

- Collaborate with Whistler Adaptive core staff to execute on various internal deliverables including reaching program delivery targets and a 4/5 feedback rating by athletes and families.
- Assist the Athlete Coordinator with the creation of individualized recreational and sport plans.
- Take attendance for each athlete and coordinate appropriate communications and/or forms.
- Assist the Athlete Coordinator with the maintenance of athlete profiles. This may include: Athlete Reporting, Athlete Registration files, waivers, media releases and other pertinent paperwork.
- Administer seasonal social media plan in collaboration with the Volunteer Training Program Manager.
- Complete all web updates.
- Makes marketing recommendations based on programming, membership, volunteer outreach and fundraising needs.
  
- Assists with community outreach when needed.

### Human Resources:

- ☐ Assist with promoting volunteer opportunities within the community.
- ☐ Maintain a culture where volunteers feel welcome, heard, valued, and appreciated.
- ☐ Work cooperatively with all sport coaches, volunteers, partners, and staff.
- ☐ Ensure a safe and inviting environment for all.

### Program Operations:

- Help to plan and coach weekly, seasonal and drop-in programming.
- Assist with planning, scheduling and facilitating any seasonal camps.
- Coach individuals and/or groups with physical, cognitive and sensory disabilities to participate in leisure buddy programs with community centers as well as programs with other local sport organizations as a WAS staff buddy.
- Be an attentive and responsive coach for both visiting athletes and locals.



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- Seeks out information unknown to you in order to provide above and beyond customer service.
- Report on athlete progress in programs at end of season/drop-in sessions to maintain athlete customer service and feedback.
- Execute equipment rentals for athletes.
- Always adhere to safe operating procedures.
- Mentor other coaches and volunteers in an adaptive sport environment.
- Makes suggestions for program delivery and improvements to Volunteer and Training Program Manager.

#### Risk Management:

- Continually assess organization's performance and adept plans for improvement.
- Foster a strong culture of health and safety; work with core Whistler Adaptive staff to ensure that all WorkSafeBC and other policies and procedure requirements are met.
- Respect and acknowledge confidentiality within the organization.
- Continually observe programs to ensure training standards, risk policies and growth targets for programs are being met.

As a requirement of the position, the successful applicant must obtain a satisfactory criminal record check prior to beginning employment.

Interested candidates are asked to submit a cover letter and resume by email to [kmcgauley@whistleradaptive.com](mailto:kmcgauley@whistleradaptive.com).

**Deadline for application: Friday, March 26, 2021 at 4:30 pm**