



BC Wheelchair Basketball Program Coordinator - one year contract

Organization:

The BC Wheelchair Basketball Society (BCWBS) is a non-profit dynamic organization actively committed to promoting opportunities for participation, recreation, competition, and excellence in the sport of wheelchair basketball in British Columbia. BCWBS is dedicated to supporting the development, promotion, and growth of wheelchair basketball for all who wish to participate.

Position Purpose:

The Program Coordinator is responsible for the administration and coordination of BCWBS programs for our membership as summarized below. This includes assisting in program planning, delivery, implementation and evaluation of all BCWBS programs. This position reports primarily to the BCWBS Acting Manager of Program Development, as well as the Executive Director.

Term

- This is one year full time employee contract position, based on working 37.5 hours/week.
- Availability to work weekends and evenings is required with the need for regional travel.
- Preferred start date **July 1st 2017**

Key Responsibility Areas

- Program Delivery – assist in planning, coordinating, implementing and evaluating key BCWBS programs such as the provincial league and tournaments, recruitment and retention initiatives, some junior programs and assisting the Provincial Coach with provincial team programs and associated administrative duties. Assistance when required with Lets Play program activities.
- Schools program – liaising with schools, making bookings, coordinating chair transportation and delivering the schools programs to students and staff.
- Special Events – Assisting with event planning for all BCWBS events,
- Equipment Management – respond to enquiries and work with Acting Manager of Program Development on the administration of the wheelchair loan program; coordinate chair delivery and oversee maintenance of equipment.
- Communications –, communicate with membership, assist with Facebook updates, help with communication updates and issue reporting as required
- General Administration – respond to general enquiries and assist with the day to day administrative activities of the society,

Competencies & requirements

- Must have degree or diploma in related field or equivalent 2 years experience in Sport Management / Recreation
- Excellent communication skills – verbal and written
- Self-starter with excellent time management skills
- Previous experience in program planning, communications, and volunteer management is an asset
- Computer knowledge including Word, Excel, Access & Outlook,
- Driving license is a requirement and use of own vehicle
- Class 4 driving license as well as first aid training an asset
- Data base or CRM management experience is an asset
- Previous experience working in sport for athletes with a disability is an asset
- Knowledge of sports wheelchairs is an asset
- Coaching experience an asset.
- Must have physical ability and strength to meet job requirements which includes moving and lifting heavy objects

Please submit resume and cover letter via email to:

Sian Blyth,
Executive Director
Sian@bcwbs.ca

Applications accepted until May 31st 2017

BC Wheelchair Basketball, 780 SW Marine Drive, Vancouver
Tel: 604.333-3530 Fax: 604.333-3450 Email: info@bcwbs.ca

www.bcwbs.ca

