

North and South Sport Coordinator

Job Description:

Intro: Being a Sport Coordinator for Wheelchair Sports Alberta (WSA) means more than having a role in improving the future of children and adults living with impairment. It's about working with people who share a common goal and, who together, achieve positive results through sport and physical activity, every single day.

Are you resourceful, outgoing and do you have a driving initiative for success? If so, you might be an integral part of the WSA team that we are searching for.

Section 1 – Position Overview:

Reports to: Executive Director

Position Title: Sport Coordinators, North (Edmonton base) and South (Calgary base)

Hours of Work: Flexible work schedule based on 37.5 hours per week. Evening and weekend work is required.

This position requires a combination of time to be spent in both the office and in the community. Some overnight travel will be required.

Employment Terms: 3 Month probation period. Annual evaluation process

Direct Reports: PT Program Staff, Volunteers

Section 2 – Qualifications and Compensation:

Education and

Minimum qualifications:

- Degree in Physical Education, Recreation, Kinesiology or Adapted Physical Education or related education
- 1-2 years sport administration experience

Asset Qualifications:

- A minimum of three years of para sports or related sports development experience
- Community outreach and partnership experience
- A minimum of three years of supervisor experience with volunteers and/or staff
- Budget development and delivery
- Funding/Grant applications
- Community outreach
- Participation and involvement in Paralympic movement
- Criminal record check
- Coaching background
- Driver's license

Salary Range: Range is \$40,000 - \$45,000 plus 100% of Employee benefits are provided

Section 3 – Duties and Responsibilities:

Position Summary: The Sport Coordinator is responsible in two main areas:

Human Resources
Wheelchair Sports Alberta

- 1) for the delivery of the “Bridging the Gap – *Getting Physically Active*” program in Northern and Southern Alberta on behalf of Wheelchair Sports Alberta. Bridging the Gap is a program designed to introduce individuals with impairment to para sports. The mission of the program is to introduce and provide sustainable supports to individuals with physical impairment in para sports and recreational opportunities. This position will also act as liaison between WSA and the community which includes working closely with our clubs, members and the public.
- 2) This position will assist our clubs with athlete recruitment, sports development and engagement. Outreach with the community is accomplished in many ways; through community presentations, website maintenance, social media, events participations, partnering with community groups and organizations, as well as hospital/rehab centre visits.

Community Outreach:

80%

- Recruitment of athletes and participants
- Ensuring that new participants have sustainable supports. We support our athletes through all parts of the LTAD model. We link athletes to community resources through clubs, leagues, coaching, classification, adaptation requirements and equipment.
- Partnership with educational institutions, sport clubs and organizations through the province.
- The Sport Coordinator will be the main contact for all Para Sport in the province.
- Community Liaison - hospitals/rehab centres, schools, sports organizations/clubs, media, universities, colleges, the city, counties, etc.
- Some coaching may be required
- Engagement collaboratively with other community agencies
- Other duties as required

Administration and Finances 20%

- Maintaining database
- Budget development and reporting
- Organizing logistical requirements for program delivery
- Maintaining equipment
- Hiring, training and supervision of program staff and volunteers
- Communications (website, social media, newsletter)
- Funding/Grant application
- Other duties as required

Posting Date: October 19, 2016

Closing Date: November 9, 2016

Number of Openings: 2 full time, permanent positions

Work Locations: Edmonton, Calgary

Please send all applications to Jen Sales at wsa1@telus.net with the subject RE: Sport Coordinator.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job description. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.