



POSITION AVAILABLE
SENIOR PROGRAM COORDINATOR

BC Wheelchair Sports is seeking a fulltime staff person with primary responsibility for Wheelchair Tennis including oversight of athletes, coach and officials development and international event hosting. Additional responsibilities will include the 'Bridging the Gap' (BTG) recruitment and retention program, special events, community partnerships and other programs and services as required. The successful candidate will report to the Executive Director. For more information on BCWSA's Vision, Mission, Values and Strategic Plan, visit www.bcwheelchairsports.com.

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| Position | <ul style="list-style-type: none">▪ Senior Program Coordinator – Wheelchair Tennis |
| Key Responsibilities | <ul style="list-style-type: none">▪ Wheelchair Tennis Program Delivery - Work directly with coaches, athletes, officials, clubs and partner organizations to develop and deliver wheelchair tennis programming including annual planning, new program/regional development, training camps and clinics, competition, provincial team program, junior wheelchair tennis, equipment, sport science and medicine, coach and officials development.▪ Event Management – Lead the organization of the Vancouver International Wheelchair Tennis Tournament, Kamloops Legacy Wheelchair Tennis Tournament and other tournaments as agreed, including: sport technical, registration, facilities, organizing committee, volunteers, team communication, officials, food services, transportation, accommodations, ceremonies, medical services, promotions, awards and data management.▪ Support the delivery of events in other BCWSA sports, including the Vancouver Invitational Wheelchair Rugby Tournament and the Canada Cup International Wheelchair Rugby Tournament.▪ Bridging the Gap Program – Plan and implement sport specific program delivery including: athlete recruitment, introductory programs, Have a Go Days, peer mentors, equipment, community partnerships and awareness events.▪ Support Regional BTG Coordinators in the planning and delivery of the BTG program throughout the province including development of regional work plans.▪ Partner Communication and Alignment – Work with local, provincial and national partners to ensure ongoing communication and alignment of programs, including Wheelchair Sport Clubs, Tennis Clubs, Tennis BC and Tennis Canada. Work closely with performance partners including viaSport and the Canadian Sport Institute Pacific.▪ Strategic Planning, Budgeting and Reporting – Work with the Program Manager and Executive Director to develop strategic and operational plans, develop and monitor budgets and ensure accurate tracking of all reporting data and information.▪ BCWSA Wheelchair Loan Program – Support the delivery of the BCWSA Wheelchair Loan Program particularly as it relates to wheelchair tennis. |

Qualifications & Experience	<ul style="list-style-type: none"> ▪ A degree in Kinesiology, Sports Management or related field, or equivalent experience in sport programming, athlete and coach development ▪ Budget Development and Reporting Experience ▪ Experience working in the BC or Canadian sport system ▪ Excellent communication skills – verbal and written ▪ Ability to foster and maintain effective professional relationships ▪ Must be able to work efficiently, independently and be able to multi-task ▪ Must be available to work flexible hours including evenings and weekends and in event based environments, some travel required ▪ Must complete the BCWSA Screening Process including a Criminal Record Check ▪ Class 5 driver's license is required ▪ Class 4 driver's license (or the ability to apply for one) is an asset ▪ Experience working with people with physical disabilities is an asset ▪ Knowledge of sports wheelchairs or bicycle mechanics is an asset
Working Conditions and Physical Effort	<ul style="list-style-type: none"> ▪ Hybrid work environment but must reside in the Lower Mainland and be willing to commute to the BCWSA office (780 SW Marine Drive) on a weekly basis ▪ Full-time position (37.5 hrs/week); must be available to work flexible hours including evenings and weekends ▪ Physical effort related to the position includes loading/unloading adaptive sport equipment for programming and supplies for events
Compensation	<ul style="list-style-type: none"> ▪ Range: \$55,697 - \$63,654 per year ▪ Benefit package available
Application Deadline	<ul style="list-style-type: none"> ▪ February 19th, 2024
Anticipated Start Date	<ul style="list-style-type: none"> ▪ March 4th, 2024

SUBMIT COVER LETTER AND RESUME TO: BC Wheelchair Sports, Michelle McDonell, Executive Director
michelle@bcwheelchairsports.com, 604 333 3520 x201.

BC Wheelchair Sports Association welcomes and encourages applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions. Accommodations are available on request for candidates taking part in all aspects of the selection process

Note: Only individuals chosen for an interview will be contacted