



## **SPORT DEVELOPMENT COORDINATOR**

SportAbility is a Provincial disability sport organization that provides access to sport for British Columbians with physical disabilities. Our sports include Boccia, Para Hockey, Powerchair Soccer, Frame Running and CP/Para Soccer. We are seeking a dynamic and enthusiastic Sport Development Coordinator to join our team. This position focuses on the development and administration of our sports programs and working with athletes of all ages with physical disabilities. This is a full-time permanent position that reports directly to the Executive Director.

### ***Key Responsibilities:***

- Supervise/assist program staff and volunteers in the development of Para Hockey, Power Soccer, Boccia, Frame Running and CP/Para Soccer including annual program planning, scheduling, and program administration.
- Plan and execute events such as provincials, regionals, invitational event competitions, as well as SportAbility hosted competitions.
- Train volunteers and support staff to implement programs.
- Recruitment and education of coaches and officials.
- Work with community partners to strengthen and support programming.
- Manage Community Engagement events and supervise Athlete Ambassadors.
- Oversee SportAbility's membership and registration platform.
- Support of safe sport initiatives.
- Other duties as assigned.

### ***Qualifications:***

The Sport Development Coordinator is a highly motivated self-starter who is eager to learn and comfortable adapting to the needs of the organization and its members. We are a 'small but mighty' team, looking for someone who shares our passion and enthusiasm to provide the best sport experience for individuals with disabilities.

### ***Position Requirements:***

- A degree or diploma in physical education, education, recreation, or coaching.
- Understanding of physical literacy and fundamental movement skills.
- Ability to work independently and collaboratively as part of a team.
- Experience working with individuals with diverse needs, or willingness to learn.
- First Aid certification.
- Availability to work some evenings and weekends.
- The successful candidate will be required to complete a Police Information Check with Vulnerable Sector Screening.



***Preferred Qualifications:***

- NCCP level coaching experience.
- Sport sector experience as an employee, volunteer, and/or athlete.
- Strong written and verbal communication skills.
- Proficiency with standard software applications, such as Microsoft Office.
- Comfortable working with a variety of equipment and tools; able to quickly learn the setup, operation, and basic maintenance of adaptive sport equipment.
- Comfortable on ice skates or in a sledge.
- Class 5 driver's license and access to a vehicle.

***Position Details:***

- Hours: This is a full time (37.5 hours/week) permanent position with flexible work hours.
- Location: Hybrid work environment with both remote work as well as in person work in Vancouver, BC and surrounding areas. The successful candidate will be asked to work a minimum of 2 days per week in office at 780 SW Marine Drive, Vancouver.
- Compensation: Annual salary range of \$48,000 to \$55,000 plus benefits.
- Preferred start date: January 26, 2026.

***To Apply:***

SportAbility is committed to fostering an inclusive workplace that values diversity in all its forms, including individuals with disabilities. As an equal opportunity employer, we actively encourage and welcome qualified candidates with disabilities to apply for positions within our organization.

To apply, please submit your resume and cover letter to Donna Cumming via e-mail at [donnacumming@sportabilitybc.ca](mailto:donnacumming@sportabilitybc.ca). This posting will remain open until **January 11, 2026**, however interested candidates are encouraged to submit their applications as soon as possible. We thank all applicants for their interest, however only those invited for interviews will be contacted.