

JOB DESCRIPTION

BC Wheelchair Basketball Program Coordinator



The BC Wheelchair Basketball Society (BCWBS) is a non-profit organization, formed in 1983 and registered with Revenue Canada as a charity since 1985. BCWBS is a dynamic organization actively committed to promoting opportunities for participation, recreation, competition, and excellence in the sport of wheelchair basketball in British Columbia.

Purpose of Position: The Program Coordinator is responsible for the administration and organization of BCWBS programs for our membership as summarized below. This includes providing leadership in the planning, implementation and evaluation of these programs.

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| Position | <ul style="list-style-type: none">• Program Coordinator |
| Term | <ul style="list-style-type: none">• This is a full time position based on working 37.5 hours/week• Availability to work weekends and evenings is required with the possibility for limited regional travel• This position is based on a two year employment agreement (January 1, 2012 – December 31, 2013) |
| Key Responsibility Areas | <ul style="list-style-type: none">• <u>Program & Competition Management</u> – plan, coordinate, and evaluate key BCWBS programs which include the City and Provincial League, Junior & Provincial Team programs and tournaments, and developmental initiatives• <u>Coaching</u> – provide coach support to recreational, junior and adult teams• <u>Communications</u> – manage membership database, provide web site management & support, coordinate & produce newsletters, communicate with membership and key partners, and issue reporting as required• <u>Special Event Support</u> – support BCWBS participation in special events such as Hoopfest, National and Provincial Championship events• <u>Equipment Management</u> – manage the Wheelchair Loan and Schools Program, ensure maintenance of equipment, and coordinate purchases• <u>General Administration & Member Services</u> – respond to general enquiries and assist with the day to day activities of the society |
| Qualifications & Experience | <ul style="list-style-type: none">• Must have a degree in sport management / recreation or equivalent with a minimum of two years experience in a similar position• Masters Degree in Sport Management/Recreation is an asset• Experience with coaching and instruction of wheelchair basketball• Self-starter with excellent time management skills• Experience in program planning, communication and volunteer management is required• Knowledge of sports wheelchairs and maintenance of such equipment• Experience working with and program planning for athletes with a disability• Computer knowledge including Word, Excel & Access• Class 4 drivers license and first aid training is an asset• Must have physical ability and strength to meet job requirements which includes moving and lifting heavy objects |
| Remuneration Scale | <ul style="list-style-type: none">• \$40,000 annually + benefits (based on \$20.52/hr and a 37.5 hour work week) |
| Deadline for application | <ul style="list-style-type: none">• September 26, 2011 |

SUBMIT COVER LETTER AND RESUME TO: BC Wheelchair Basketball, Carrie Linegar, Managing Director, #210 – 3820 Cessna Drive, Richmond BC V7B 0A2 or email: carrie@bcwbs.ca www.bcwbs.ca

Note: Only individuals chosen for an interview will be contacted