

SPORTABILITY

Cerebral Palsy Sports Association of British Columbia
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Charitable registration # 11884 8746 RR0001



JOIN OUR TEAM

SportAbility is looking for a full time **Sport Development Coordinator**. SportAbility is a provincial sports association that focuses on providing sport and competition opportunities for athletes with physical disabilities. Our core sports are Boccia, Power Soccer, 7-A-Side Soccer and Sledge Hockey. This position focuses on the development and administration of the sports programs, and involves working with technical and administrative volunteers and staff in setting up such programs for athletes of all ages with physical disabilities. This position requires administrative and field work. The work week is flexible with time in the office and some time spent at programs/competitions. The supervisor for this position is the Executive Director.

Duties include, but are not limited to:

- Supervise/assist program staff and volunteers in the development of Sledge Hockey, Power Soccer, Boccia, and 7-A-Side Soccer including annual program planning, scheduling, and program administration.
- Plan and implement competitions such as provincials, regionals, invitational event competitions, and SportAbility hosted competitions.
- Train volunteers and interns to implement or carry out the programs.
- Recruitment and education of coaches and officials.
- Develop and implement a provincial recruitment campaign for athletes, coaches, and officials.
- Write monthly reports
- Develop and track budgets for each project and submit them to the Executive Director for approval.
- Track volunteer hours, in-kind donations, and the overall program attendance.
- Research and apply for grants to supplement program development costs.
- Other duties as assigned.

Requirements:

- A degree or diploma in physical education, education, recreation, or coaching
- A car and valid driver's license
- First Aid certification
- Criminal Record check is required.

Assets:

- NCCP level coaching experience
- Experience working with people with physical disabilities
- Experience in sport administration

Details:

Term: Full time from February 1, 2015 35 hours per week

Closing Date: January 19, 2015

Please email your resume and cover letter to Ross MacDonald at rossm@sportabilitybc.ca