

JOB POSTING

POSITION TITLE: Program Office Coordinator

EMPLOYER: Adaptive Sailing Association of BC

PRIMARY WORK LOCATION: Jericho Sailing Centre, 1300 Discovery Street, Vancouver BC



CONTACT NAME AND TITLE: Eric Molendyk, Program Manager

SEND RESUMES TO eric@disabilityfoundation.org

EMPLOYER'S MAILING ADDRESS: Suite 110- 2285 Clark Vancouver, BC V5N 3G8

WEBSITE ADDRESS: <https://asabc.org/>; disabilityfoundation.org

JOB DESCRIPTION:

This position is responsible for coordinating a busy sailing office, handling a wide range of responsibilities. It requires maturity, good judgment and strong organizational skills. This is a very much hands-on position, requiring the ability to multi-task and juggle changing priorities. Excellent people skills are required, along with a professional demeanor. The ability to work in a team environment with staff, volunteers and clients is essential. Our clients are people with physical disabilities and our services are adapted to align with their requirements.

DUTIES AND RESPONSIBILITIES:

- Assist in delivering and implementing the day-to-day summer program activities of the sailing program, working in conjunction with the program coordinator, head sailing instructor and Disability Foundation staff
- Book sailing appointments using booking system
- Greet and register all members
- Responsible for asset tracking maintenance requirements
- Responsible for maintaining a safe, organized and clean DSA office
- Assist with coordination of special events; children's day, group sailings, regattas, volunteer recognition barbeque
- Assist with Safety Program implementation
- Provide recommendations for the development of the program
- Database management; i.e. track volunteers, clients, daily summaries etc.
- Prepare summer activity report for Program Coordinator & Program Manger
- Participate in staff meetings as requested
- Work with Volunteer Coordinator and Communications Coordinator to recruit new volunteers
- Coordinate scheduling of volunteers
- Assist with orientation of volunteers
- Perform administrative tasks; respond to telephone inquiries, manage petty cash, voicemail, e-mail, collect and track sailing fees and volunteer parking passes.
- Other duties as required

QUALIFICATIONS:

- Must be available to work weekends
- In a post-secondary program towards a related degree/diploma/certificate
- Strong in-person communication skills
- Good computer skills using PCs and software (MS Office)
- Solid organizational and time management abilities
- Ability to work independently, with minimal supervision or as part of a "team"
- Pass a vulnerable sector police check
- Experience working with people with disabilities an asset

HOURLY RATE OF PAY: \$16/hour and 40 hours/week – May 16th to Sept. 2nd. Program runs 5 days a week Wednesday to Sunday. Hours are 10 am – 6 pm.

Start date no earlier than May 16th, 2022. He/she must be between 15 and 30 and a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration & Refugee Protection Act.

