



POSITION AVAILABLE
PROGRAM COORDINATOR

BC Wheelchair Sports is seeking a full-time staff person with primary responsibility for Wheelchair Athletics (track, road racing and seated throws) programs and events including oversight of athletes, coach and officials development. Additional program 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.

Position	▪ Program Coordinator
Key Responsibilities	▪ Wheelchair Athletics Program Delivery – Work directly with coaches, athletes, officials, clubs and partner organizations to develop and deliver programming in track, road racing and seated throws including annual planning, new program/regional development, classification, training camps and clinics, competition, provincial team program, equipment, sport science and medicine, and coach and officials' development. ▪ Event Support – Assist with the delivery of regional, provincial, and international wheelchair sport events hosted by BCWSA. ▪ Bridging the Gap-Getting Physically Active Program – Support program delivery including: athlete recruitment, introductory programs, Have a Go Days, peer mentors, equipment, community partnerships and awareness events. ▪ Partner Communication and Alignment – Work with local, provincial and national partners to ensure ongoing communication and alignment of programs, including Athletics Clubs, BC Athletics and Athletics Canada. Work closely with performance partners including viaSport and the Canadian Sport Institute Pacific. ▪ WC Race Series – Partner with the WC Race Series to ensure effective support of athletics athletes in BC. ▪ BCWSA Wheelchair Loan Program – Support the delivery of the BCWSA Wheelchair Loan Program particularly as it relates to wheelchair racing and seated throws. ▪ Planning, Budgeting and Reporting – Support the Program Managers and Executive Director to develop strategic plans, and budgets and ensure accurate tracking of all reporting data and information. ▪ General Administration duties related to the position ▪ Other duties and responsibilities as assigned

Qualifications & Experience	▪ 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 (or out-of-province equivalent) ▪ 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	▪ 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	▪ Range: \$42,436 - \$50,393 per year ▪ Benefit package available
Application Deadline	▪ August 28th, 2026
Anticipated Start Date	▪ September 14th, 2026

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