



## **SPORT DEVELOPMENT ASSISTANT**

SportAbility is a Provincial disability sport organization who provides access to sport for British Columbians with physical disabilities. Our sports include Boccia, Para Hockey, Powerchair Soccer and CP/Para Soccer. SportAbility is seeking a part-time Sport Development Assistant to support the development and implementation of sports programs. Specifically, this role will focus on increasing grassroots development and community engagement for all sports under SportAbility's mandate. The Sport Development Assistant will work closely with the Sport Development Coordinator and report directly to the Executive Director.

**The term of the contract is until December 2024 and at that time, the position will be reviewed with a possibility of extension.**

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

- Community engagement through delivering sport sessions, presentations, and attending community events.
- Planning and delivering sport programming.
- Supporting projects related to recruitment and retention of athletes and volunteers.
- Working with community partners to strengthen and support programming.
- Assisting with event planning and delivery.
- Answering e-mails and providing information to current and prospective sport participants.
- Supporting the Communications Coordinator with content for SportAbility's website and social media platforms.
- Supporting with administrative tasks as needed.

### ***Qualifications:***

The ideal candidate will be 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:***

- Interest and experience in sport participation and leadership. Coaching experience is an asset.
- 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:***

- Grade 12 education and some post-secondary.
- Understanding of physical literacy and fundamental movement skills.
- Some sport sector experience as an employee, volunteer, and/or athlete.



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- Experience working with individuals with diverse needs, or willingness to learn.
- Strong written and verbal communication skills.
- Proficiency with standard software applications, such as Microsoft Office.
- Ability to work independently and collaboratively as part of a team.
- Class 5 driver's license and access to a vehicle.

### ***Position Details:***

- Hours: This is a part time (20 hours/week) contract 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.
- Compensation: \$21-23/hour.

### ***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 [donnacumming@sportabilitybc.ca](mailto:donnacumming@sportabilitybc.ca). This posting will remain open until **May 17, 2024** with a preferred start date by mid-June. We thank all applicants for their interest, however only those invited for interviews will be contacted.