

**BC WHEELCHAIR SPORTS ASSOCIATION  
ASSISTANT PROGRAM COORDINATOR**



BC Wheelchair Sports is seeking a full-time (summer term) **Assistant Program Coordinator** to support the planning and delivery of key programs and events. This role offers the opportunity to contribute to initiatives such as the **Bridging the Gap** (BTG) recruitment and retention program, the wheelchair loan program, junior sport camps, special events, and various community **programs**.

Reporting to the BCWSA Program Managers, the successful candidate will assist with event coordination, athlete and participant engagement, volunteer management, and general program administration. This position is ideal for someone who is organized, adaptable, and passionate about inclusive sport.

**Position:** Assistant Program Coordinator

### **Key Responsibilities**

#### **Event & Program Coordination:**

- Support the organization of major events, including the **Vancouver International Wheelchair Tennis Tournament** and the **Kamloops Legacy Wheelchair Tennis Tournament**.
- Assist in planning and delivering **junior sport camps and BTG Kids Programs**, coordinating facilities, equipment, promotions, and medical support.
- Help facilitate the **Bridging the Gap - Getting Physically Active Program**, including introductory programs, and outreach initiatives.
- Support ongoing **sport programs** in wheelchair athletics, wheelchair tennis, and wheelchair rugby, including weekly training sessions, tournaments, and competitions.

#### **Administration & Outreach:**

- Assist with general administrative duties related to program planning and execution.
- Support participant recruitment and engagement, ensuring a welcoming and inclusive environment.
- Contribute to marketing and promotional efforts, helping to increase awareness of BCWSA programs.

### **Qualifications & Experience**

The ideal candidate will have:

- Experience working with individuals with physical disabilities or a strong understanding of inclusive sport.
- Strong organizational skills, with the ability to multitask and manage multiple responsibilities efficiently.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Word and Excel.
- The ability to work independently while collaborating effectively with a team.
- A friendly, outgoing personality with strong networking abilities.
- Availability to work flexible hours, including evenings and weekends as required.

Preferred but Not Required:

- Experience working in the sports sector or community programming.
- Public speaking experience.
- Experience working with youth.
- Knowledge of sports wheelchairs and wheelchair loan programs.
- First Aid certification.
- A Class 4 driver's license.

**Position Details**

- **Wage:** \$19.00 per hour
- **Application Deadline:** April 18, 2025
- **Employment Period:** May 5 – August 22, 2025 (subject to change based on the interview process)

- **Eligibility**

Applicants must meet the Canada Summer Jobs eligibility requirements:

- Be between 15 and 30 years of age at the beginning of the employment period
- Be a Canadian citizen, permanent resident, or a person with refugee protection
- Have a valid Social Insurance Number (SIN) at the start of employment
- Be legally entitled to work in Canada according to provincial regulations.

**SUBMIT COVER LETTER AND RESUME VIA EMAIL TO:**

Michelle McDonell, Executive Director, BC Wheelchair Sports [michelle@bcwheelchairsports.com](mailto:michelle@bcwheelchairsports.com)  
780 SW Marine Drive, Vancouver BC V6P 5Y7 p.604 333 3520 [www.bcwheelchairsports.com](http://www.bcwheelchairsports.com)