



PROGRAM ASSISTANT – YOUTH AND DEVELOPMENT

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, CP/Para Soccer, and Frame Running. SportAbility is seeking a Program Assistant to support the development and implementation of sports programs, with a focus on youth and development. Specifically, this role will focus on increasing grassroots development and special projects related to youth programming for all sports under SportAbility's mandate. The Program Assistant will report to the Sport Development Coordinator.

The term of the contract is until March 31, 2026 and at that time, the position will be reviewed with a possibility of extension.

Key Responsibilities:

- Plan and deliver sport programming.
- Support SportAbility and associated clubs' weekly programs through program visits, consistent check ins and maintenance of programs website page.
- Primary contact for SportAbility's equipment loan program.
- Take the lead to plan and execute youth and development-focused camps and events.
- Answer e-mails and provide information to current and prospective sport participants.
- Support with SportAbility's membership platform including creating programs, verifying payments, and creating transaction reports.
- Support with the development of new youth-focused sport initiatives, including frame running development, junior para hockey, and athlete ambassador program.
- Work with community partners to strengthen and support programming.
- Connect with potential partner organizations that support underrepresented populations as part of SportAbility's commitment to equity, diversity, and inclusion.
- Support with SafeSport initiatives, volunteer initiatives, and coaching development.
- Support with special events, community outreach, communications, and administrative tasks as requested.

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.
- Demonstrates a commitment to enhancing awareness, knowledge, and skills related to equity, diversity, inclusion, and accessibility.
- First Aid certification (or willing to obtain).



- Availability to work some evenings and weekends.
- Comfortable on ice skates or in a sledge.
- 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.
- 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 37.5 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. The successful candidate will be asked to work a minimum of 2 days per week in office at 780 SW Marine Drive, Vancouver.
- Compensation: \$21-24/hour commensurate with education and experience.

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. This posting will remain open until **August 10, 2025** with a preferred start date in early September. We thank all applicants for their interest, however only those invited for interviews will be contacted.