



Job Posting – Program Coordinator

BC Blind Sports and Recreation Association (BC Blind Sports)

BC Blind Sports and Recreation Association is seeking an enthusiastic individual to join our staff team as our Program Coordinator. This is a full time position working in physical activity and sport with participants of all ages who are blind, partially sighted, and deafblind.

Apply by email to

Jane D Blaine, Executive Director

jane@bcblindsports.bc.ca

Job Type: Full Time Salaried position, benefits available. The salary range will be based on that for similar positions in the BC Sport system and will be commensurate with the background and experience the successful candidate has.

Location: BC Blind Sports office, 4980 Kingsway, Burnaby BC.

We may be open to negotiating a combination of hybrid in - office and remote working environments.

Supervisor: Executive Director

Hours: will include some evening and weekend work related to programs. The position requires the ability to travel within BC, domestically, and potentially, occasionally, outside of Canada.

The Employer: BC Blind Sports and Recreation Association is a not-for-profit society and a registered charity. We envision an environment that is barrier free and provides access to all, allowing for reasonable accommodations for individuals.

- **Our Organizational Vision**

People who are blind, partially sighted, or deafblind participate in physical activity and sport.



- **Our Mission**

We advance participation in physical activity and sport by people who are blind, partially sighted, or deafblind; including those who are from an additionally under-represented population.

BC Blind Sports is grateful to play, train, compete, and carry out activities throughout British Columbia, 95 percent of which is unceded First Nations traditional territory. We honour the traditional lands and homelands of all indigenous peoples and communities across BC and Canada,

Program Coordinator Responsibilities:

- a. Working collaboratively with the Member and Volunteer Services Coordinator on
 - Fitness and grass roots related programs
 - Demonstrations tours, and community outreach
 - Orientation for program staff and volunteers
 - Seniors and active living programming
 - Supervision and direction of project and program staff and volunteers
- b. The quality of and effective coordination, operation, and evaluation of
 - Programs in partnership with the Education System in schools throughout BC.
 - Programs in partnership with the sport system, the blindness community, and others.
 - Programs to keep the aging population active.
 - Competitive and High-performance programs.
 - Games, Provincial teams and competitions, including hosting.
 - Athlete selection processes, monitoring, and management.
 - Athlete delivery systems and pathways.



- Programs and selected special events, summer camps, and try it opportunities.
- Program risk management and reporting to the Executive Director.
- Funding and grant applications and reporting.
- Promotion of programs.
- **Other such duties as assigned by the Executive Director.**

The role will involve:

- Collaboration with a variety of organizations & groups in sport, physical activity, PE, and blindness.
- Record keeping
- Working as part of a staff team

The successful applicant will:

- Have a background in kinesiology, teaching, education, physical education, sport science, or a related field; as a physical activity instructor or coach, or a combination of equivalent education and experience.
- Have the ability to work with and relate to participants of all ages
- Be legally entitled to work in Canada
- Have a knowledge of safe sport practices
- Be familiar with the developmental stages along a long-term participant/athlete development pathway
- Have the ability to assess a person's Physical Literacy status and develop an individualized program for them.
- Be proficient in the use of Microsoft Office or equivalent (Word, PowerPoint, Excel, etc.)
- Be able to communicate effectively and have good written and oral communication skills.
- Be able to meet current health and safety requirements while working with a vulnerable population



- Be able to work around dog guides

Assets which will be considered are:

- Proficient with social media,
- Familiarity with sport analysis software
- A class 4 drivers licence
- Knowledge / experience with blind sport or para sport
- Experience working with individuals who are blind or partially sighted
- Candidates are encouraged to share their vaccination status
- Experience as an ASL Interpreter or Intervenor

Equal Opportunity Employer

BC Blind Sports is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The employer welcomes and encourages applications from people with disabilities and other underrepresented groups. Accommodations are available on request for candidates taking part in all aspects of the selection process.