

PSVI Junior Wheelchair Sports Program Coordinator

Job Description

The Organization:

PacificSport Vancouver Island is a not-for-profit regional sport hub created to lead athlete, coach, and community sport services on Vancouver Island and the Sunshine Coast. Our organization provides dedicated support to more than 100 registered athletes and coaches, in addition to hosting community sport programs and events for people of all ages. Through partnerships with recreation departments, school districts, health authorities, and local sport organizations, PacificSport Vancouver Island delivers programming that supports the Sport for Life framework to improve the quality of sport and physical activity in Canada. PacificSport Vancouver Island is funded by investments from the Province of BC, viaSport, and the City of Nanaimo and is a member of The Regional Sport Alliance — a network of four PacificSport centres and four regional multi-sport leaders across the province.

The Program: see Appendix A

Position responsibilities include:

- Junior Wheelchair Sports Program Delivery - Work directly with coaches, athletes, officials, clubs and partner organizations to lead, develop and implement PSVI Junior Wheelchair Sports Program with the objective to increase the number of youths entering the development pathway and progressing to provincial and national level competition in four identified sports of wheelchair basketball, wheelchair rugby, wheelchair tennis & wheelchair athletics.

This includes working with coaches to:

- Annual Planning
 - Athlete and coach recruitment
 - New program/regional development
 - Plan, develop and implement training and practice sessions
 - Nurture and develop athletes' potential skills and abilities
 - Develop, plan and co-ordinate schedules and programs
 - Identify strengths and weaknesses of athletes
 - Motivate and prepare athletes for events
 - Formulate competitive strategies, direct athletes during athletic events
 - Analyze and evaluate athletes' performances and modify training programs.
- Assist in the interview and selection of a Lead Coach in each Community, provide supervision.
 - Liaise with PacificSport VI and be a contributing member on the PSVI Jr. Wheelchair Sport Organizing Committee.
 - Event Management – In partnership with Community Sport Groups, support the delivery of
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wheelchair basketball, wheelchair rugby, wheelchair tennis and wheelchair athletics events as needed including: sport technical, sport science, registration of athletes with PSO, facilities (accessibility), organizing committee support, volunteers, official's education, transportation, accommodations.

- Plan and implement 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 Wheelchair Sport Clubs, LSO's, PSO's and NSO's.
- Strategic Planning, Budgeting and Reporting – Work with PacificSport VI Executive Director to develop strategic and operational plans, develop and monitor budgets and ensure all reporting data and information is tracked and submitted to funders and partners as required.
- Athlete Wellness and Safe Sport – Work with the PSVI Executive Director and coaching staff on the design and implementation of the Athlete Wellness Initiative and Safe Sport Implementation.
- PSVI Wheelchair Loan Program – Support the delivery of the PSVI Wheelchair Loan Program.
- Other responsibilities may be assigned based on the needs of the organization and evolution of the Strategic and Operational Plans.

Qualifications and Experience:

- Post-Secondary education or equivalent in the areas of sport/recreation management.
- Must have a good understanding of working with people with physical disabilities.
- Must be able to work efficiently, independently and be able to multi task
- Must complete a PSVI Screening application including a criminal record check
- Must be available to work flexible hours including evenings and weekends
- Must have knowledge in working with computers including Word and Excel
- Must have an outgoing personality and ability to network
- Excellent communication skills – verbal and written
- Knowledge of sports wheelchairs an asset and ability to deliver wheelchair loan program requirements
- First Aid and CPR C currently certified
- Knowledge and experience working in the sport system is an asset

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- Public Speaking training and experience is an asset
- Working with youth is an asset
- Class 4 driver's license is an asset

Eligibility:

The applicant must meet the eligibility requirements: Canadian Citizen, Permanent Resident, or person to whom refugee protections has been conferred; have a valid social insurance number at the start of employment; legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

The applicant must live in the PSVI Region, specifically Vancouver Island (north of the Malahat) and on the Sunshine Coast

How to apply?

Send your cover letter and resume along with 3 references to:

Catharine Edwards, Executive Director
PacificSport Vancouver Island
cedwards@pacificsport.com

Closing date: June 14, 2023

Start Date: June 26, 2023

This is a 1-year Contract position (5 – 10 hours/week however they may vary). Contract remuneration to be discussed at interview.

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APPENDIX A

PacificSport Vancouver Island Junior Wheelchair Sports Program ***Wheelchair Rugby, Wheelchair Tennis, Wheelchair Basketball and Wheelchair Athletics***

Purpose:

To provide the opportunity for junior wheelchair athletes (12 – 20 years) to train and participate on sports teams at both the recreation and competitive levels – FUNdamental, Learn to Train and Train to Train stage of the LTAD. We have a number of athletes in our region but they are spread out in many different communities and lack opportunity to play on a team/group.

Plan of Action:

- Establish coaches/leaders in each community – Cowichan Valley Nanaimo, Parksville/Qualicum, Comox/Courtenay, Campbell River, Port Alberni and Powell River.
- Connect with the local school districts, parks and recreation centres and organizations that support youth with disabilities.
 - Identify and secure venues to support the programs
 - Establish a recruitment list of potential athletes in each community. Connect with the athletes and families.
 - Host a try it session and promote the program
- Work with the local coaches to:
 - Provide coach training
 - Develop lesson plans for each sport
 - Determine the seasons of play for each sport
 - Arrange for athletes to travel 1 x per month to one centre to train and play together as a team. The centre for team training will rotate between each of the participating centres to keep travel costs down for each individual.
 - Create competitive opportunities for each sport with neighbouring regions such as South Island, Lower Mainland etc.
- Apply for additional grants to continue to fund the program

Short Term Outcomes:

- Increase the number of youth with disability participating in wheelchair sports Mid to North Island and the Sunshine Coast.
- Increase the physical, social & emotional well-being of our athletes.
- Provide training for coaches and supporters in each community,
- Establish a PSVI Wheelchair Sports Team in each of the targeted sports (tennis, rugby, basketball & athletics)
- Compete in local Elementary and Secondary District Track and Field Meets, other local competitions.

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Long Term Outcomes:

- Establish Wheelchair sports in the elementary and secondary school sports programs.
- Compete at BC Games and place athletes on Team BC for Canada Games and beyond.
- Continue to increase the physical, social & emotional well-being of our athletes.
- Develop role models for other athletes with disabilities in communities.

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