

JOB POSTING

POSITION TITLE: Hiking Coordinator

EMPLOYER: BC Mobility Opportunities Society (BCMOS)

PRIMARY WORK LOCATIONS:

Pacific Spirit Park (Central Facility)

City and Regional Parks

CONTACT NAME AND TITLE:

Eric Molendyk, Program Manager

SEND RESUMES TO eric@disabilityfoundation.org

EMPLOYER'S MAILING ADDRESS: #110-2285 Clark Dr. Vancouver, BC V5N 3G8

WEBSITE ADDRESS: BCMOS.org; disabilityfoundation.org

JOB DESCRIPTION:

Assist in delivering and implementing the day-to-day summer program activities of the BCMOS hiking program in a professional, safe and efficient manner. BCMOS clients are people with physical disabilities and our services are adapted to align with their requirements.

DUTIES AND RESPONSIBILITIES:

- Work with Program Coordinator to attain seasonal goals
- Schedule and book hikes for people with disabilities
- Greet and register all members
- Maintain safety procedures
- Research, organize, conduct, and lead hikes
- Organize and implement special destination hikes on weekends, children's days, and any other special events
- Provide orientation and training to disabled children and adults participating in the hiking program
- Train volunteers, ensuring they are fully acquainted with equipment and regulations
- Database management; i.e. track volunteers, clients, daily summaries etc.
- Prepare summer activity report for Program Coordinator
- Participate in staff meetings as requested
- Work with Volunteer Coordinator and Communications Coordinator to recruit new volunteers
- Provide input to our communications coordinator on the publication of newsletters
- Help with administration duties as needed (collecting fees, data entry, etc.)
- Other duties as required

QUALIFICATIONS:

- **Physically fit**
- **A Canadian citizen and 18 years or older**
- **Wear a mask when asked by a client or supervisor to do so**
- Emergency first aid & Level A CPR required
- Must have a valid driver's license class 5
- Must be available to work weekends
- A background in wilderness/hiking experience is an asset
- Strong in-person communication skills
- Good computer skills using PCs and software (MS Office)
- Solid organizational and time management abilities
- Ability to work independently, with minimal supervision or as part of a "team"
- Pass a vulnerable sector police check
- Experience working with people with disabilities an asset

HOURLY RATE OF PAY: \$18/hour and 35 hours/week 16 weeks - May 13th to Aug 30th, 2024. Wednesday to Sunday. Hours are 10 am – 6 pm.

Candidate must be between 18 and 30 and a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration & Refugee Protection Act.

