

JOB POSTING

POSITION TITLE: Paddling Coordinator

EMPLOYER: BC Mobility Opportunities Society (BCMOS)

PRIMARY WORK LOCATION:

1495 ONTARIO STREET, VANCOUVER (ADJACENT TO THE CREEKSIDE COMMUNITY CENTRE)

CONTACT NAME AND TITLE:

Eric Molendyk Program Manager

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

SEND RESUMES TO eric@disabilityfoundation.org

WEBSITE ADDRESS: BCMOS.org; disabilityfoundation.org

JOB DESCRIPTION:

Assist in delivering and implementing the day-to-day summer program activities of the BCMOS paddling 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 paddleboard and kayak sessions for people with disabilities
- Greet and register all members
- Provide recreational paddling with instruction as required to paddlers with disabilities
- Provide orientation and training to disabled children and adults participating in the program
- Train volunteers, ensuring they are fully acquainted with equipment and regulations
- Ensure volunteers are able to paddle with a client with a disability
- Set up paddle boards and kayaks every day to meet the booking requirements
- Responsible for maintenance and tracking maintenance requirements plus cleaning of the equipment
- Maintain safety procedures related to operating watercraft
- Responsible for maintaining a safe, organized and clean BCMOS Creekside paddling office
- Provide recommendations for the development of the program
- 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
- 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 be available to work weekends
- Paddle Canada Basic SUP Skills, the Advanced Flat Water Skills courses and the Basic Kayak Skills Course are assets
- 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 40 hours/week – May 13th to Aug. 30th 2024. Program runs 7 days a week. Hours are 9:30 am – 5:30 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.

