



Program Coordinator, Wheelchair Sports

Position Type: Full time – 1 year contract with potential for ongoing renewal

Job Region: ON – Metro Toronto Area with some travel across Ontario

Application Deadline: October 16, 2017

Experience: Minimum 1-year relevant post secondary education or experience in recreation therapy, physical education, recreation & leisure or related discipline. Experience working with athletes with a disability is an asset.

About the OWSA: Our mission at the Ontario Wheelchair Sports Association is to grow wheelchair sport opportunities across Ontario. As the governing body for wheelchair sports in the province, we strive to offer opportunities for individuals with disabilities to participate in wheelchair athletics, wheelchair basketball wheelchair rugby and wheelchair tennis at recreational, competitive and high performance levels.

Purpose of the Position: The successful, motivated and enthusiastic candidate will be responsible for coordinating and managing wheelchair sport opportunities. The Program Coordinator will be responsible for delivering Bridging the Gap. Bridging the Gap is a National Program supported by the Canadian Wheelchair Sports Association, Tennis Canada and Wheelchair Basketball Canada. It is an outreach and education program that introduces people of all abilities to wheelchair sports. The Program Coordinator will take sport wheelchairs and other sports equipment to rehab hospitals, schools and community events to allow individuals to try our sports first-hand. The Coordinator will also manage our wheelchair loans program.

Specific Duties will include:

- Coordinate, plan, and implement all aspects of the Bridging the Gap program
- Facilitate wheelchair sport outreach “Have a Go” days and secure athlete ambassadors to co-facilitate sessions
- Create and build partnerships with rehabilitation centres, schools, and community social service organisations
- Assist in the development, evaluation and reporting on strategies and initiatives for recruiting potential athletes and increasing participation in wheelchair sports through Bridging the Gap initiatives
- Increase awareness of wheelchair sports and assist new athletes by directing them to participation opportunities with our local clubs and programs.
- Maintain Wheelchair Loan Program and equipment maintenance
- Coordinate recruitment and orientation of program volunteers

Qualifications:

- Excellent communication skills – verbal and written
- Program development and coordination experience
- Outgoing personality and ability to network, build and develop partnerships
- Effective group facilitating skills
- Valid driver’s license

- Must be proficient in Microsoft Word and Excel
- Ability to work some evenings and weekends
- Ability to travel and work off-site as required for program delivery
- Experience working with athletes with disabilities a definite asset

SUBMIT COVER LETTER AND RESUME TO:

Ontario Wheelchair Sports Association

Email: info@owsa.ca

DEADLINE FOR APPLICATIONS IS Monday October 16, 2017

This position is made possible through funding from the Canadian Wheelchair Sports Association, Tennis Canada and Wheelchair Basketball Canada