

Program Coordinator - Recreation

Employment Opportunities

The Disabled Sailing Association of Alberta (DSAA) employs both year-round and summer staff (May - August). Our summer staff are typically College or University Students who love the outdoors and working with people. At the DSAA, there is lots of room for you to contribute your creativity to enhance our Programs and Services.

Joining the DSAA Team is a great way to spend your summer in the sun!

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Desirable Skills:

Must be a team player, with good planning and organizing abilities and possess an excellent client service philosophy. Must be able to work without supervision. Will be required to work with other staff, volunteers and clients in a demanding environment. Sailing experience, a valid driver's license and the ability to maneuver a trailer are also desirable.

Our positions are partially funded through the Canada Summer Jobs Grant and if the eligibility criteria of the grant are met, it is a plus.

General Job Description:

The Program Coordinator under the direction of the Recreation Program Leader/Business Manager and the DSAA Board contributes in the day-to-day operation of recreational sailing programs for disabled children and adults, in Calgary (and in other centres in Alberta if there is an Outreach program in place). The Program Coordinator helps to ensure a positive public image of contribution to the community.

This position requires physical exertion on a daily basis and deals with mechanical equipment. Individuals are required to be in good health and fit, able and willing to deal with boats, trailers, and other equipment and be able to safely lift reasonable loads, including assisting people with transfers. DSAA values good judgment, awareness of disabilities, exceptional customer service, commitment to team-work, flexibility, initiative and the ability to work safely and independently.

Tasks and Responsibilities

- Rigging / de rigging (preparing) and trailering boats
- Assisting clients
- Assist in managing bookings, phone communication with customers
- Being an environmental steward
- Contributing in events promoting DSAA such as the Stampede breakfast
- Ensuring safety procedures are followed
- Ensuring house keeping
- Assisting in managing Facebook/ social media postings

The position may require some hours prior to the June 1st start up to set up programs and schedules, and to ensure that the boats and facility are ready for June 1.

Applicants will be required to have a valid class 5 Driver's License and undergo a Vulnerable Sector Check.

Qualified applications can submit their resumes to the Business Manager at dsaajobs@gmail.com by Friday 3rd April 2020 or via regular mail to:

Business Manager
Disabled Sailing Association of Alberta
P.O. Box 72136
RPO Glenmore Landing
Calgary, Alberta
T2V 5H9