

Recreation Program Leader/ Instructor

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!

Recreation Program Leader/ Instructor

Desirable Skills:

Must be a team player, with excellent planning and organizing abilities. Must be a self-starter and be able to work independently. Will be required to coach and ensure sailing companions are qualified. Will coordinate activities, be safety minded, follow procedures, have a high energy level and be computer literate. Must have sailing experience. Experience working with people with disabilities would be beneficial.

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 Recreation Program Leader/ Instructor, under the direction of the Business Manager and the DSAA Board, oversees the day-to-day operation of sailing programs for disabled children and adults, in Calgary and other centres in Alberta. The Recreation Program Leader:

- Supervises operations staff and ensure a positive public image of contribution to the community.
- Is capable of maintaining our fleet in good working order and is responsible to have all maintenance done in a timely manner with the correct parts. If it is necessary to have a boat repaired off site will ensure this is done.

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:

- Managing bookings, phone communication with customers
- Receiving payments (cash, cheques) from clients and maintaining an accurate record of transactions
- Coordinating volunteers, tracking volunteer hours and maintaining records
- Rigging / de rigging (preparing) and trailering boats
- Assisting clients
- Being an environmental steward
- Maintaining the DSAA contact list of community partner's and individual members
- Contributing in events promoting the DSAA
- Making purchases for the club if required
- Ensuring safety procedures are followed
- Ensuring house keeping
- Managing Facebook/ social media postings

The position will start approximately around the 3rd week of May 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