



## Program Coordinator

**Posting Date:** September 8<sup>th</sup>

**Organization:** Whistler Adaptive Sports Program

**Hours:** Full time 40hrs/week

The Whistler Adaptive Sports Program is a not-for-profit charity committed to creating inclusive opportunities for individuals with disabilities and neurodiversities. We believe that everyone should have the chance to experience the freedom, joy, and connection that comes from sports, recreation, and outdoor adventure in the Sea to Sky corridor. We offer multiple different sports programs, between Pemberton, Whistler and Squamish.

The Program Coordinator works closely with the Program Manager and Head Coach to ensure effective delivery and operation of all WAS programs across Squamish, Whistler and Pemberton.

This role ensures high-quality participant experiences, supports volunteers and coaches, and contributes to the growth and sustainability of our adaptive sport and recreation offerings.

Reports to Program Manager

### **Duties and responsibilities:**

- Coordinate seasonal programs, events, and camps across Whistler, Squamish, and Pemberton.
- Assist Program Manager and Head Coach in planning seasonal programs
- Act as the primary point of contact for participants, families and volunteers, providing clear communication and support.
- Work with Program Manager and Head Coach on participant group allocation and staff assignments
- Assist all members of the WAS team with support when needed.
- Occasional program delivery and coaching in person for select programs and daily oversight on location when required.
- Onsite coordination of winter alpine program at weekends in Whistler.
- Assist Head Coach in staff and volunteer training programs.
- Volunteer recruitment, intake, screening and onboarding, and ongoing development of the volunteer program
- Accurate tracking and reporting of all athletes and volunteer data.
- Assist with facility and equipment maintenance.
- Assist with Fund development work as part of WAS Fund development plan.
- Support at WAS events.
- General Administration duties related to the position.

**Our programs are seasonal with some busier times in summer and winter so workload and days of work will shift throughout the year**

### **Education/Experience:**

- Previous experience in program coordination, recreation, adaptive sport, or a related field.
- Previous customer service skills.
- Strong organizational and multitasking skills, with attention to detail.



- Relevant post-secondary education in sport administration an asset and/or related experience as well as sport coaching certifications; skiing and biking.
- Previous experience of working with individuals with physical disabilities or a strong understanding of inclusive sport is an asset.
- Previous volunteer management an asset.
- Knowledge of adaptive sport, Paralympic sport systems and/or Special Olympics an asset
- Previous experience working in a not-for-profit organization as staff or volunteer an asset;
- Knowledge of some or all the following activities: alpine skiing, snowboarding and Nordic sports; hiking, mountain biking/cycling/hand-cycling, paddle sports (canoeing, kayaking, SUP), swimming, yoga, strength & conditioning, and physical literacy programs.

#### **Additional Skills:**

- Must have be a strong team member with willingness to use initiative, collaborate and problem solve.
- Passion for adaptive sport and making a difference in our community.
- Strong computer skills including knowledge of Microsoft 365.
- Experience working with databases or CRMs.
- Attention to detail and strong administrative background.
- Ability to work independently and be a part of a passionate and supportive team
- Strong customer service skills and ability to work with individuals of all demographics.
- Skier or snowboarder
- Satisfactory criminal record vulnerable sector check is mandatory prior to commencement of employment.
- First Aid certification

#### **Requirements:**

- Ideal candidate lives in Whistler
- Working weekends in some seasons
- Driving licence

#### **Remuneration:**

\$48,500 - \$50,000 dependent on experience

Applications Close: September 22nd, 2025

Must be a Canadian Resident or hold a valid Work Permit for minimum of 2 years.

Interested candidates are asked to submit a cover letter and resume by email to:

**[sblyth@whilsteradaptive.com](mailto:sblyth@whilsteradaptive.com)**