

**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](mailto: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
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