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## JOIN OUR TEAM AS A PROGRAM COORDINATOR

### PacificSport Fraser Valley - *Powering Sport*

PacificSport Fraser Valley delivers sport performance programs to help athletes and coaches win medals for Canada, and supports provincial and local sport organizations, municipalities, and the health and education sectors in their efforts to increase grassroots sport and physical literacy. Working in support of our regional, provincial, and national sport partners, PacificSport Fraser Valley is creating a stronger sport system, serving communities from Surrey to Hope.

We are currently seeking enthusiastic and committed individuals to join our PacificSport team in the role of Program Coordinator for our XploreSportZ Multisport Programs.

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**Job Title:** Program Coordinator

**Reports to:** Coordinator, Community Sport Services

**Purpose of Position:** Program Coordinators will be responsible for the delivery of the XploreSportZ multisport and physical literacy development programs. They will support NCCP certified coaches in the delivery of sport specific lessons and manage the on-site administrative duties specific to each XploreSportZ program.

**General Job Description:** Tasks will broaden both experience and knowledge in planning, organization, and interpersonal skills related to programs for children and youth in a social and recreational setting. This position will act in accordance with all PacificSport Fraser Valleys policies and procedures, as well as within the requirements of all governing agencies.

- Working in a team environment to ensure participants have a positive experience while at XploreSportZ camps and demonstrating support to all other sport leaders, as needed
- Monitoring and maintaining all health and safety and COVID 19 procedures, as per PSFV's XploreSportZ Safety Plan
- Monitoring and maintaining the integrity, appearance, and safety of all PSFV sport equipment and surroundings
- Coaching and instructing activities and lessons with enthusiasm, instructing based on objectives, and adjusting activities based on age, skill, and development levels
- Ensuring that appropriate skills and progressions are being taught to participants
- Recording program feedback, strengths, and weaknesses with supervisors, to ensure important information is being communicated
- Proficiency with office equipment and computer software including Microsoft Office





- Excellent communication skills, including verbal, written and active listening; ability to establish and maintain effective working relationships with coaches, parents, and program participants

**Education and Experience:**

- Valid Standard First Aid & CPR-C Certificate
- NCCP Making Ethical Decisions
- Sport for Life Physical Literacy 101 (or willingness to obtain)
- Respect in Sport for Activity Leaders (or willingness to obtain)

**Skills and Knowledge:** This position is ideal for a third or fourth year post-secondary student enrolled in the studies of kinesiology, physical education, recreation management, leisure studies, or other programs of a relevant nature. Prior work or volunteer experience in program planning, delivery and related administrative experience is an asset. Candidates must be a team player, possess demonstrated leadership skills and have effective verbal and written communications skills. Candidates must have a valid Class 5 driver's licence, be willing to travel locally and be able to provide a successful criminal background with a vulnerable sector check.

- Experience working with children in a sport camp or related setting as a leader
- Experience in applying behavioural management strategies and techniques to help regulate behaviours when necessary
- Proven athletic ability and strong knowledge of a variety of sports and age-appropriate sport activities for children aged seven to 12 years old
- Ability and confidence to coach and lead large groups
- Ability to deal with a diversity of people in a calm, courteous, and effective manner
- Effective communication, interpersonal, prioritization, planning and organizational skills

**Job Details:**

Term: Contract position, must be available for program dates as needed

Location: Multiple locations across the Fraser Valley

Compensation: Starting rate based on experience and/or certification; \$18/hour

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**Application Instructions:**

To apply, send a cover letter, resume and ALL applicable certifications as **one document** saved under your first and last name by email to [mcoyle@pacificsport.com](mailto:mcoyle@pacificsport.com)

Subject line: Attn: Mackenzie Coyle, XploreSportZ Program Coordinator Application

**Closing Date: Ongoing**

