



# Community Recreational Initiatives Society

(250) 979-3941

general@adaptiveadventures.ca www.AdaptiveAdventures.ca  
Box 25141 Mission Park P.O. Kelowna, BC, Canada V1W 3Y7

## **JOB POSTING**

### **ADAPTIVE TRAVEL PROGRAM ASSISTANT**

(Summer Position)

The Community Recreational Initiatives Society (CRIS) is a unique and powerful non-profit and charitable organization. Our dedicated staff and volunteers utilize adaptive equipment to assist people with disabilities to experience nature and outdoor recreation. CRIS is fueled by dedicated volunteers with a commitment to the well-being of the community. CRIS is a pioneer in adaptive recreation and offers programs tailored to the needs of participants.

#### **ARE YOU THE RIGHT PERSON TO JOIN OUR TEAM?**

Are you a high energy individual that enjoys working with volunteers, scheduling activities and managing details, and doing office tasks that make a positive impact in our community? Are you eager to learn and grow with an organization? Do others describe you as "go-getter" and effective multi-tasker? If so.....keep reading!

#### **THE OPPORTUNITY:**

CRIS is currently looking for a self-motivated, outdoor adventure loving individual to be responsible for the daily operations of the Adaptive Travel (AT) Program. The **AT Program Assistant** will support people with disabilities to access and participate in the CRIS Adaptive Travel program. This includes barrier-free multi-day outdoor activities in western Canada such as hiking, paddling, cycling, climbing, fishing, and camping. They will assist in planning, implementing and evaluation of Adaptive Travel trips. The position requires physical fitness, sensitivity to diverse populations, high energy, and compassion. It requires strong values of community and social inclusion. This position also involves the mindset of "how can we adapt to make this experience possible"? Some of the responsibilities include:

- assist in organizing multi-day trips, under the direction of the Adaptive Travel Manager.
- correspond via social media, email, phone, and in person with participants and volunteers interested in, or embarking on trips
- assist in recruiting volunteers
- support Adaptive Travel Manager in all aspects of trip logistics
- communication with various Trip Leaders who will embark on the trips
- review paperwork needed for trip
- assist in organizing, packing, and transporting adaptive equipment and gear to and from trip locations
- participate on multi-day trips, under the supervision of the Adaptive Travel Manager
- manage social media and website
- trip follow up (gather testimonials, clean and store gear, share photos with participants/volunteers, and send follow up email)
- complete equipment and facility projects, repairs, maintenance and cleaning
- perform general office duties (phoning, filing, documentation)
- other duties as required by the Manager of Adaptive Travel



**Adaptive Travel**  
*Adventures*

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## OUR IDEAL CANDIDATE HAS THE FOLLOWING:

- Clean Criminal Record check
- Comfortable interacting and assisting people with disabilities
- Unrestricted Class 5 driver's license
- High level of physical fitness
- Valid First Aid and CPR Certificate
- Comfortable on and in the water, hiking local park trails and cycling paths
- Able to work unsupervised or supervised
- Able to work independently or as a member of a team
- Available for days, evenings, weekday and weekend shifts
- Clean drivers abstract (within past 3 years)
- Bronze Cross or other swimming and/or lifeguard certifications
- Experienced kayaker or canoeist
- Experience driving with trailer in tow
- Computer software skills

## ELIGIBILITY:

- Be between 15 and 30 years of age at the start of the employment;
- Be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

**WAGE:** \$14.60/hour

**NOTE:** This position is dependent upon Canada Summer Jobs Program funding from ESDC. The number of weeks and hours per week of employment may vary depending on level of funding approved.

Send resume and cover letter via email to [info@adaptivetravel.ca](mailto:info@adaptivetravel.ca)

**Applications must be received by Monday May 4th, 2020.**

For more information on CRIS Adaptive Travel check out our website at: [www.AdaptiveTravel.ca](http://www.AdaptiveTravel.ca)

Please no phone calls. Only those candidates selected for interviews will be contacted.