



# Community Recreational Initiatives Society

(250) 979-3941 | admin@adaptiveadventures.ca | AdaptiveAdventures.ca

835 Bay Avenue, Kelowna, BC, V1Y 7K2

**BREAKING DOWN BARRIERS TO OUTDOOR RECREATION AND SPORT FOR PEOPLE OF ALL ABILITIES**

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## Adaptive Rentals Recreation Program Leaders

The Community Recreational Initiatives Society (CRIS) is a unique and powerful non-profit and charitable organization that provides outdoor recreation opportunities for people of all abilities throughout the Okanagan. CRIS is a pioneer in adaptive recreation and offers programs tailored to the needs of participants utilizing specialized and customizable adaptive equipment and a team of highly trained volunteers and staff.

### ARE YOU THE RIGHT FIT FOR OUR TEAM?

You are someone who is passionate about inclusion and wants to make a difference in the community. You are a team player who can think on their feet and adapt to any given situation. You have a desire to learn about all facets of a non-profit organization and adaptive equipment. You want to be involved with developing and establishing a new social enterprise and help create sustainability for two local charities.

### THE OPPORTUNITY:

The Adaptive Rental (AR) Recreation Program Leader position requires excellent customer service skills, professionalism, adaptability, and compassion for all people. It requires strong values of giving back to the community, social inclusion for all people, interaction with people with disabilities, and strong teamwork skills. Some of the responsibilities include:

- Support the AR program operations in coordination with CRIS management
- Regularly engage with public and perform point-of-sale transactions for adaptive equipment rentals
- Perform opening and closing duties along with operating rental kiosk
- Provide feedback on AR set-up and help establish policies and procedures for this new operation
- Monitor and update the equipment inventory software system
- Process equipment rental transactions and reservations using online software systems
- Assist AR customers with equipment malfunctions
- Identify equipment repair needs and perform basic equipment repairs, maintenance, and cleaning
- Use of websites and social media to assist with AR marketing and promotion in coordination with the Manager of Partnerships
- Instruct and orient participants and AR customers on safe use of adaptive equipment (e.g. adaptive tandem cycles, e-Bikes, kayaks, adaptive hiking equipment)
- Assist in organizing, loading, and transporting adaptive equipment to and from various program locations
- Support Adaptive Adventures Trip Leaders on guided trips on occasion
- Physically support participants using adaptive equipment
- Ensure group and participant safety on all trips
- Promote accessibility, inclusion, equity and belonging within our community
- Assist in organizing and facilitating special awareness and fundraising events under supervision of CEO and Manager or Program Delivery (i.e. Boucherie Grind, Amazing Race, family camps). (\*All events contingent on current health restrictions)
- Perform various general office administrative duties (e.g. phoning, database entry, filing, and documentation)



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## OUR IDEAL CANDIDATE POSSESSES SOME OR ALL OF THE FOLLOWING:

- Clean criminal record check
- Comfortable interacting and assisting people with disabilities
- Strong customer service skills
- Excellent verbal and written communication
- Experience with POS equipment
- Knowledge of basic bike maintenance
- Physical fitness and the ability to maneuver and transport bicycles of different sizes and weights
- Able to work independently or as a member of a team
- Available for days, evenings, weekday and weekend shifts
- Unrestricted driver's license
- Valid First Aid and CPR Certificate
- Experience driving with trailer in tow

## ELIGIBILITY:

- Be between 15 and 30 years of age at the start of the employment; (as outlined by Federal Government Funding)
- 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:** \$16/ 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.

## APPLICATIONS:

Include the following:

- Complete resume **with three references**
- A **cover letter** explaining: (if applicable)
  - Experience with persons with disabilities
  - Experience and knowledge of Bikes
  - Customer service skills and experience

If you are selected as an applicant you will then be asked to submit the following:

- Copy of driver's license
- Driver's abstract (within 30 days)
- Copy of a valid first aid ticket (if applicable)
- Criminal record check

**Apply online: [2021 CRIS Canada Summer Jobs Application](#)**

**We thank all applicants for their interest and will try to respond within two weeks regarding the status of your application.**