



# 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 & SPORT FOR PEOPLE OF ALL ABILITIES

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*Community Recreational Initiatives Society (CRIS) is a non-profit organization founded in Kelowna in 2001 that serves the entire Okanagan. We provide inclusive, accessible, and adaptive outdoor recreation programs for people of all ages living with physical, cognitive, sensory, and other disabilities. Our mandate is to break down barriers to the outdoors and through our programs promote independence, improve physical and mental well-being, and foster inclusion for our participants. CRIS has a number of programs including; Adaptive Adventures - fully guided and supported local day programs, Adaptive Rentals - making adaptive equipment available for independent use at affordable subsidized rates, and Accessible Wilderness Expeditions - multi-day wilderness and backcountry trips that are often once in a lifetime experiences for participants.*

### **Job Description – Accessible Wilderness Expeditions Program Coordinator**

As the Accessible Wilderness Expeditions (AWE) program coordinator, you will assist in the daily operations of the Accessible Wilderness Expeditions Program. The AWE Program Coordinator will support in the planning, marketing, execution, and evaluation of AWE trips and events. These programs provide barrier-free single and multi-day outdoor activities in Western Canada such as rugged backcountry alpine hikes, ocean kayak expeditions, mountaineering, rock climbing, zip-lining, fly-in remote game hunting and many more. The position requires good verbal and written communication skills, organization, and problem solving abilities. This position is for you if you possess strong values of community, social inclusion, sensitivity to diverse populations, and willingness to take instruction and learn about how to adapt outdoor experiences such that they are accessible, regardless of ability.

### **RESPONSIBILITIES**

- Assist in researching and organizing multi-day trips, under the direction of the AWE Manager
- Correspond via social media, email, phone, and in person with participants and volunteers interested in, or embarking on AWE programs
- Assist in recruiting and assigning volunteers
- Support Adaptive Travel Manager in all aspects of trip logistics
- Communication with various Trip Leaders who will embark on the trips
- Knowledge of equipment and requirements for backcountry trips
- Review paperwork needed for trips including packing lists, safety plans, etc.
- Assist in organizing, packing, and transporting adaptive equipment to and from trip locations
- Manage social media and website posts and updates
- Trip follow up including: gathering testimonials, clean and store gear, share photos with participants/volunteers, and send follow up emails
- Assist with the planning and execution of AWE fundraisers and events
- Complete equipment and facility projects, repairs, maintenance and cleaning
- Perform general office duties (e.g. phoning, filing, documentation)
- Other duties as required by CRIS management



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### REQUIRED SKILLS & QUALIFICATIONS

- Work well individually as well as in a team environment
- Ability to take initiative, problem solve, and complete tasks without direct supervision according to guidelines and timelines
- Excellent verbal and written communication skills
- Available for weekday, evening, and weekend shifts
- Class 5 (unrestricted) drivers license with a clean driving record
- Clean criminal record check

### DESIRED SKILLS & QUALIFICATIONS

- Previous experience driving with a trailer in tow
- Valid first aid and CPR certification
- Trip planning and inventory management experience
- Equipment maintenance and repair skills

**WAGE:** \$18/ hour

**POSITION:** Short term contract (Canada Summer Jobs), Full time (35 hours per week)

**START DATE:** May 30th, 2022 \*Dependent on confirmation and approval of funding

#### ELIGIBILITY:

- Be between 15 and 30 years of age at the start of the employment; (Criteria of the Federal Government Youth Employment funding stream)
- 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 under relevant provincial/territorial legislation and regulations

**EOE – Equal Opportunity Employer:** Senior Management has the ability to alter components of this job description to accommodate the successful candidate insofar as accessibility and/or inclusion and equity.

#### APPLICATIONS:

[Submit application here](#) and please include the following as attachments:

- Complete resume **with three references**
- A **cover letter** explaining: (if applicable)
  - o Relevant outdoor work experience, skills, and qualifications
  - o Previous experience working with persons with disabilities
  - o Customer service skills and experience

**Application deadline: Apr 29, 2022**

We thank all applicants for their interest and will only respond to complete applications.

Responses regarding the status of your application will be given within two weeks of submission.