



Community Recreational Initiatives Society

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835 Bay Avenue, Kelowna, BC, V1Y 7K2

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

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 – Recreation Program & Equipment Coordinator

As a **Program and Equipment Coordinator** you will be involved in program planning, community partnerships, and equipment coordination. This includes the development, scheduling, and evaluation of CRIS programs. You will be involved with creating and maintaining program partnerships with other community organizations and tailoring programs to their specific needs. Equipment responsibilities include the upkeep of the organization's equipment and coordinating equipment logistics for program delivery. You will be the one to ensure that your colleagues have the best physical resources available to complete their duties in line with program goals and budget.

A great program and equipment manager will have experience planning seasonal program schedules and working with community stakeholders. You are trainable and willing to learn about adaptive and accessible equipment and programs. The ideal candidate will have a passion for outdoor sport and recreation and have a great attitude geared towards customer service. You are a problem solver, highly organized, and will ensure our equipment is in good repair and is in the right place at the right time for our field teams and our clients. Experience with basic equipment maintenance is an asset, but training will be provided. The goal is to ensure the organization's programs are well planned and equipment is well-cared for and adequate to support the organization's operations.

Responsibilities

- Develop and implement seasonal program schedules
- Work with other community organizations to create custom partner programs
- Outreach to community organizations to develop and foster partnerships
- Review and evaluate programs at minimum, on a quarterly basis, based on volunteer and participant feedback
- Follow and develop maintenance procedures and ensure consistent application
- Onboard equipment into CRIS fleet with inspection, development of training, usage, and maintenance protocols
- Action all repair and installation activities under the direction of supervisor
- Coordinate the workload and work alongside volunteers or other equipment resources (outsourced mechanics, bike mechanics, trip leaders etc.)
- Monitor equipment and parts inventory and advise of requirements to keep a well stocked workshop
- Understand budgetary constraints and work within them to keep equipment in service
- Keep maintenance and condition logs and report on daily activities

- Coordinate the logistics of vehicles, equipment, and other required materials for each program in collaboration with AA Program Manager and AWE Program Manager and Trip Leaders
- Pack, check out, and check in all equipment for programs as needed
- Utilize BRM database for equipment inventory management, repair and maintenance schedules
- Constantly look for ways to improve and develop systems and approaches to create efficiencies
- Keep all storage facilities organized and clean, including cleaning of equipment and vehicles
- Oversee summer staff and delegate basic maintenance, cleaning, and organizational tasks as needed
- Assist in delivering and eventually leading CRIS Adaptive Adventure programs
- Other tasks and projects as required

Requirements

- Previous experience in program planning and scheduling
- Basic equipment maintenance knowledge and a hands on mechanical aptitude
- Proven experience in logistics and customer service
- Physical strength/ability to maneuver, load, and unload equipment
- Ability to keep track of and report on activity
- Excellent communication, problem solving, and interpersonal skills
- High school diploma or equivalent at minimum
- Demonstrated ability to work independently as well as part of a team
- A valid class 5 drivers license
- Experience towing a trailer and driving large vehicles
- A passion for being outside, promoting inclusion, and inspiring those around you

Job Type: Permanent, Full Time (35hrs/week) **ongoing funding is required*

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.

Salary: \$19-\$22 per hour dependent on experience

Benefits:

- Casual dress
- Semi-flexible schedule
- Health and medical benefits package after probation period

COVID 19 Considerations:

This position is required onsite at our main office and repair facility. COVID protocols remain in place within the organization for sanitization and social distancing.

Position start date: March 14, 2022

Deadline for application submission: Feb 25, 2022

To apply, please submit cover letter and resume including three current references to danih@adaptiveadventures.ca

Thank you for your interest, only applicants selected for interviews will be contacted.

For more information about CRIS please visit our website www.crisadaptive.ca