

## Employment Opportunities

DSA-Alberta employs both year-round and summer staff (May - August/September). Our summer staff are typically College or University Students in Education, Phys Ed or Recreation Rehab programs and love the outdoors and working with people. At DSA-Alberta, there is lots of room for you to contribute your creativity to enhance our Programs and Services.

Joining the DSA Alberta Team is a great way to spend your summer in the sun!

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### Junior Program Coordinator

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#### Desirable Skills:

Must be a team player, with good planning and organizing abilities and possess an excellent client service philosophy. Must be able to work without supervision. Will be required to work with other staff, volunteers and clients in a demanding environment. Sailing experience at a White Sail III or higher level, a valid driver's license and the ability to maneuver a trailer are also desirable.

Our positions are partially funded through the Canada Summer Jobs Grant and should meet the eligibility criteria of the grant (full time Canadian students with the intention of returning to studies in the fall.)

#### General Job Description:

The Junior Program Coordinator under the direction of the Senior Program Coordinators/Business Manager and the DSAA Board contributes in the day-to-day operation of recreational sailing programs for disabled children and adults, in Calgary (and in other centres in Alberta if there is an Outreach program in place). The Program Coordinator helps to ensure a positive public image of contribution to the community.

This position requires physical exertion on a daily basis and deals with mechanical equipment. Individuals are required to be in good health and fit, able and willing to deal with boats, trailers, and other equipment and be able to safely lift reasonable loads, including assisting people with transfers. DSAA values good judgment, awareness of disabilities, exceptional customer service, commitment to team-work, flexibility, initiative and the ability to work safely and independently.

#### Tasks and Responsibilities

- Rigging / de rigging (preparing) and trailering boats
- Assisting clients
- Assist in managing bookings, phone communication with customers
- Being an environmental steward
- Contributing in events promoting DSAA such as the Stampede breakfast
- Ensuring safety procedures are followed
- Ensuring house keeping
- Assisting in managing Facebook/ social media postings

The position may require some hours prior to the June 1st start up to set up programs and schedules, and to ensure that the boats and facility are ready for June 1.

Qualified applications can submit their resumes to the Business Manager at [dsaajobs@gmail.com](mailto:dsaajobs@gmail.com) by Wednesday 4<sup>th</sup> April 2018 or via regular mail to:

The Business Manager  
Disabled Sailing Association of Alberta  
P.O. Box 72136  
RPO Glenmore Landing  
Calgary, Alberta  
T2V 5H9