

## 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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### Senior Program Coordinator/Instructor:

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#### Desirable Skills:

Must be a team player, with excellent planning and organizing abilities. Must be a self-starter and be able to work independently. Will be required to coach and ensure sailing companions are qualified. Will coordinate activities, be safety minded, follow procedures, have a high energy level and be computer literate. Must have sailing experience. Experience working with people with disabilities would be beneficial.

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 Senior Program Coordinator/Instructor under the direction of the Business Manager and the DSAA Board oversees the day-to-day operation of recreational sailing programs for disabled children and adults, in Calgary and other centres in Alberta. Supervises operations staff, and ensure a positive public image of contribution to the community. Is capable of maintaining our fleet in good working order and is responsible to have all maintenance done in a timely manner with the correct parts. If it is necessary to have a boat repaired off site will ensure this is done.

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:

- Managing bookings, phone communication with customers
- Receiving payments (cash, cheques) from clients and maintaining an accurate record of transactions

- Coordinating volunteers, tracking volunteer hours and maintaining a record in the spreadsheet
- Rigging / de rigging (preparing) and trailering boats
- Assisting clients
- Being an environmental steward
- Maintaining the DSAA contact list of community partner's and individual members
- Contributing in events promoting DSAA such as the Stampede breakfast
- Making purchases for the club if required
- Ensuring safety procedures are followed
- Ensuring house keeping
- Managing Facebook/ social media postings

The position will start approximately around May 6<sup>th</sup> 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:

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