



**JOB POSTING: Safe & Welcoming Program Coordinator**

**Closing Date: March 19, 2023**

**One Year Term from On-boarding, with potential to extend based on funding**

**Organization:** Alberta Whitewater Association

**Work Location:** Alberta

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**POSITION OVERVIEW:**

The Alberta Whitewater Association (AWA) is seeking an outstanding candidate to provide leadership and assume responsibility for coordinating a variety of initiatives. These include: Safe Sport, Indigenous Program collaboration, Gender Equality Programming, Whitewater Leadership Symposium, Adaptive Program collaboration, and River safety.

**BACKGROUND:**

Established in 1972, Alberta Whitewater Association is the Provincial Sport Organization dedicated to supporting whitewater sport and recreation in Alberta. Our vision is Exceptional Whitewater & Paddle Sports Experiences. With 20 clubs around the province, three discipline specific organizations and many partners, AWA seeks to build a safe and welcoming sport for all.

The Executive Director is based in Calgary, but the position is open to anyone living in Alberta. Some on-site activities will be needed, which requires the ability to travel.

**SAFE & WELCOMING COORDINATOR POSITION SUMMARY:**

Reporting to the Executive Director, the Safe & Welcoming Coordinator (SWC) is responsible for supporting current and future programs in the safety and sport-for-all portfolio.

Specific responsibilities include:

- Safe Sport database maintenance & coordination with Clubs
- Collaboration with partners such as clubs, disciplines, Spirit North, and Canoe Kayak Canada
- Whitewater Leadership Symposium coordination
- Grant writing and/or grant accountability

85 Valley Meadow CL NW | Calgary, Alberta, Canada | T3B 5M1

Web: [www.albertawhitewater.ca](http://www.albertawhitewater.ca) | Email: [admin@albertawhitewater.ca](mailto:admin@albertawhitewater.ca)

- Ensuring that all program delivery, communication and engagement is done in a manner that demonstrates cultural and historical awareness and sensitivity, and an enjoyable, inclusive and supported experience for all participants
- Working within a budget to develop and facilitate engagement and collaborative opportunities between community leaders, club administrators, commercial members, and recreational area operators
- Refining and adjusting program designs in response to community and participant needs
- Ensuring the National Coaching Certification Program (NCCP) /Canoe Kayak Canada education program methodology is integrated into programs
- Meeting AWA reporting requirements
- Working with the AWA team and community members to coordinate and lead special events and communicate these externally.

#### **SKILLS AND QUALIFICATIONS:**

##### **Qualified candidates for this position must possess:**

- Post-Secondary Degree or equivalent relevant work experience
- Drivers License
- Standard First Aid
- Strong organization skills, strong communication skills
- Experience with supporting outdoor programming. Ideal candidates will have experience in some or all of the following: canoeing, kayaking, stand-up-paddle boarding or other sport-based programs. Strong demonstrated skills and comfort level with the above an asset. NCCP certifications are an asset
- Demonstrated cultural awareness and cultural sensitivity of indigenous peoples
- Demonstrated enthusiasm and ability to engage and work in a meaningful, supportive manner with underrepresented people
- Basic knowledge of physical literacy
- Ability to convey, listen to and interpret cultural information and opinions of diverse audiences with professionalism and sensitivity
- Ability to show personal leadership within the position, through goal setting, delegating work and meeting timelines consistently

This job requires travel, a clean Criminal Record Check including Vulnerable Sector.

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**LOCATION:**

The ideal candidate will live in Alberta. All work-related travel will be covered. A variety of home-base locations will be considered, and flexible working arrangements can be made. This position will require some travel.

**TERM AND COMPENSATION:**

This is a one-year full-time position – with potential for extension dependent on funding. The hourly wage for this position ranges from \$24.04 - \$28.84 per hour, commensurate with experience. Flexible working hours & holidays TBD.

**HOW TO APPLY:**

If you are interested in applying for this position, please send your resume and cover letter to [admin@albertawhitewater.ca](mailto:admin@albertawhitewater.ca), with “Safe and Welcoming Coordinator – your name” in the title.

**While we thank all applicants for their interest, only those selected for interviews will be contacted.**

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Alberta Whitewater Association provides equal opportunity to all employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We are a family-friendly organization that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a youth-supporting organization. Our recruitment and selection process reflect our commitment to the safety and protection of the youth in our programs. The successful candidate will be required to provide a satisfactory vulnerable sector check and Safe Sport training as a condition.