



POSITION: Summer Program & Admin Assistant

STATUS: Summer Seasonal, Full Time 35 hours per week

REPORT TO: Executive Director

TERM: Tuesday July 2 – Saturday August 24, 2024 (8 weeks)

Wage: \$20/hour

OVERVIEW:

Adaptive Sports at Sun Peaks (ASSP) was formed to provide opportunities for people living with a wide range of disabilities, to participate in Snowsports and recreation programs at Sun Peaks Resort. In 2010 the organization was granted Not-for-Profit status and in 2013 became a registered Charity. With over 60 volunteer instructors, we are able to provide weekly ski and snowboard lessons to students living with disabilities throughout the winter season. During the 2023-24 ski season ASSP delivered 288 ski/snowboard lessons to over 50 local Kamloops students ages 6 & up. We need you to help us launch our second summer season of outdoor experiences, starting July 2024! We intend to offer weekly activities such as: hiking, biking, SUP, canoeing and kayaking to local students living with neurodivergent abilities as well as aMTB opportunities for people living with physical disabilities.

REPORTING RELATIONSHIPS:

The Summer Program & Admin Assistant reports to the Executive Director

JOB SUMMARY:

The Summer Program & Admin Assistant is a full time, seasonal position. Under the supervision of the Executive Director, the Summer Program & Admin Assistant will be responsible for planning and facilitating a variety of summer outdoor experiences for local students. Activities will be hosted in various locations around Sun Peaks, Heffley Lake and Kamloops.

REQUIREMENTS:

Must meet all criteria of the Canada Summer Jobs 2024 program:

- Open to applicants between the ages of 15 and 30 years of age (inclusive) at the start of employment

- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Is legally entitled to work
- This is a hybrid position. Successful candidate will be required to have a quiet workspace at home with a reliable internet connection. Will be required to attend at the ASSP office located in Sun Peaks as necessary
- May be required to attend at various program delivery locations as needed

PRIMARY RESPONSIBILITIES:

- Assist with day-to-day operations of the ASSP office including general administrative duties
- Customer Service duties including: front line communication, registration & inquiries
- Maintain database
- Assist with summer program planning and implementation
- Liaise with summer program delivery partners/contractors
- Assist with special events (eg. Volunteer appreciation party, Adaptive Mtn Bike Showcase, preparation for fall AGM)
- In the absence of the Executive Director, be prepared to assume the role of ambassador for ASSP
- Assist with development of Marketing & Communications collateral including: website, social media, e-blasts and newsletters
- Additional program support duties and special project duties as assigned by Program Manager

QUALIFICATIONS:

Innovative and Independent, Self Starter

- Adapt to a flexible schedule . Available to work Saturdays and occasional evenings through the summer
- Excellent written, communication and customer service skills
- Proven ability to manage multiple projects with competing deadlines and work with a high level of efficiency
- Strong attention to detail
- Computer literacy – proficiency with Google Suite, CANVA, Constant Contact and experience with Customer Relationship Management Systems would be an asset
- Keen to make a difference in the lives of people living with disabilities

TO APPLY

Please email cover letter and resume to **Katherine Campbell, Executive Director** at adaptivesportsatsunpeaks.com with **Summer Program & Admin Assistant** as the Subject. Applications will be accepted until **June 21, 2024**. Only those applicants selected for an interview will be contacted.