



## Summer Equipment Manager

**Position Title:** Summer Equipment Manager

**Term:** 30 Hours Per Week for 13 Weeks

**Location:** RMA Office, Canmore

**Report to:** Program Coordinator

**Date:** Expected dates, June 2nd – August 31st 2023

**Wage:** \$17.50/hr

**Timescale:** 5 out of 7 days per week. The applicant will split their time between management of rentals within the office, and assisting with these rentals at various outdoor locations. Days of work are negotiable.

### About RMA

Rocky Mountain Adaptive (RMA) is a not-for-profit organization whose mission is to enable children and adults with physical, developmental and/or cognitive challenges to participate, learn and excel in all sports and recreational activities in the Canadian Rockies. As a multi-sport, year-round organisation who provides access to mountain sport and recreation, RMA offers adaptive sports equipment, specialised instructors, trained volunteers and unique training opportunities. Activities may include biking, canoeing, hiking, kayaking, paddle boarding, swimming, white water rafting and much more!

### Overview

The Summer Equipment Manager will report directly to the Bookings Coordinator and the Program Manager, who will be responsible for providing training, day to day assignments, directions, supervision, and performance appraisal. The Executive Director will oversee both these roles, and meet weekly with the Program Manager to review and assess performance of the Equipment Manager in their role. The Executive Director will also meet periodically with the Equipment Manager to provide feedback and mentorship.

The duties of the successful applicant will include managing adaptive equipment rentals as well as performing/assisting with ongoing maintenance of RMA's adaptive equipment. Aspects of this role include delivering equipment orientations to participants, set up of adaptive rentals, guest and family greeting, setup and pack down of equipment, as well as any equipment maintenance. Rentals may include: Trailriders, kayaks, canoes, paddleboards, handcycles, bikes, tandem bikes, Bowhead Reach, Bowhead RX and equipment adaptations.

### Roles & Duties



- Once a rental request has been received, conduct a review of all individual participant health information and equipment setups for future rentals presented and then set up equipment in good time.
- Equipment maintenance, cleaning and pack down.
- Equipment troubleshooting and repairs, as needed.
- Greeting guests at rental set up, conduct equipment orientations and perform follow ups after rental time has elapsed
- Maintain accurate records of rental orientations and equipment setups for future rentals
- Communicate with Program Team on any equipment needs and/or replacement parts
- Ensuring regular communication and transfer of responsibilities on days off
- Assist Program Manager with other duties as assigned.

### **Qualifications**

- Requirements:
  - Strong computer skills, including Excel & Word
  - Ability to problem solve, work independently and as part of a team
  - Time management & good interpersonal skills
  - Quick learner
  - Good oral/written communication skills and organisational skills
  - A keen interest in adaptive sport
  - Knowledge of bike and paddlesports equipment setup and maintenance
  - Class 5 driving license
- Asset:
  - Familiarity with tools and equipment required for maintenance
  - Related post-secondary education
  - Class 4 driving licence

### **Eligibility Criteria**

This position may be funded through the Canadian Government Summer Jobs Grant Program. Eligible applicants under this program must be 15 to 30 years of age, a Canadian citizen or a permanent resident in order to apply.

We are an all abilities organization and welcome all applications. We positively encourage individuals living with disabilities as well as other minority groups to apply. Individuals living with a disability over the age criteria of 30 are also encouraged to apply.

### **How to Apply**

Please apply by sending a resume and cover letter detailing why you want to work for Rocky Mountain Adaptive, your related experience, and anything else you feel is pertinent to the position to [work@rockymountainadaptive.com](mailto:work@rockymountainadaptive.com). Application deadline is posted on our website at [rockymountainadaptive.com/employment/](http://rockymountainadaptive.com/employment/)