



Summer Recreation Programmer

Position Title: Summer Recreation Programmer

Term: 35 Hours Per Week for 13 Weeks

Location: RMA Office, Canmore & Outdoor Locations in Banff, Canmore and Kananaskis.

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 spend the majority of their time in programming locations in Banff & Canmore. 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 Recreation Programmer will report directly to the Program Coordinator, who will be responsible for providing training, day to day assignments, directions, supervision, and performance appraisal. The Program Manager will oversee both these roles, and meet weekly with the Program Coordinator to review and assess performance of the Summer Recreation Programmer in their role. The Program Manager will also meet periodically with the Summer Recreation Programmer to provide any feedback and mentorship.

The duties of the Recreation Programmer will revolve mainly around assisting with day to day activity delivery, supporting program leads and rentals. The successful applicant will take part in hands-on roles facilitating mountain sport activities, setting up and packing down of adaptive equipment, greeting guests & family members, providing safety briefings to volunteers and supporting staff, providing community awareness of adaptive sport, monitoring and recording each guest's equipment needs and skills, plus other assigned duties.

Roles & Duties



- Assist Program Team in delivering:
 - Various multi week sport programs which may include hiking, biking, paddling, and/or swimming, tennis, golf, frisbee golf and physical literacy
 - Individual sport specific experiences
 - Specialized group camps to provide social interaction in an active environment.
As our participants live with physical, developmental and/or cognitive disabilities, a higher than normal staff to participant ratio is required to ensure safety, learning, and fun is maximized.
- Review and understand individual participant health information and instruction preferences.
- Ensure proper duty of care is maintained for participants
- Provide feedback and updates to parents and/or guardians pre and post program (where appropriate).
- Complete regular lesson reports for all group and private lessons facilitated, including notes on equipment set-up, assessment of paddling level, challenges and successes, and plan for future lessons
- Assist lead staff in evaluation and reporting of participant performance, identification of any challenges, and potential solutions to put in place.
- Helping to develop testimonial and promo content from participants; helping participants and their families tell their 'RMA experience stories'.
- Assist Program Manager and/or Program Coordinator with other duties as assigned.

Qualifications

- Required:
 - 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.
 - Competent organisational skills.
 - An interest in outdoor education and adaptive sport.
 - Class 5 Driving License
- Asset:
 - Related post-secondary education.
 - Experience or qualifications in kayaking, hiking, biking, or other mountain sports
 - Access to personal transport
 - 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. Application deadline is posted on our website at rockymountainadaptive.com/employment/