



Title: Programs Coordinator

Type of position: Full Time (minimum 12 months, covering a staff leave of absence)

Location: Remote within Canada, with travel

Salary: \$45,000 - \$50,000 (depending on experience)

Reporting to: Chief Executive Officer

Start Date: May 2025

Wheelchair Rugby Canada is a world-leader in Wheelchair Rugby, a respected advocate for wheelchair athletes, and a visionary organization committed to excellence in programs from recruitment to retirement.

Wheelchair Rugby Canada is committed to building a skilled, diverse team reflective of Canadian society. As a result, we promote employment equity and encourage applications from women, Indigenous peoples, persons with a disability, or members of a visible minority group, regardless of sexual identity, gender identification, or gender expression, and marital or family status.

Position Description

The Programs Coordinator will play an essential role in supporting the growth and development of Wheelchair Rugby across Canada. Reporting directly to the Chief Executive Officer, the Programs Coordinator will assist in the planning, coordination, and delivery of programs and events that drive participation, excellence, and community engagement within Wheelchair Rugby.

Responsibilities:

- Support the growth and development of domestic wheelchair rugby by coordinating national programs and events that encourage participation and strengthen the domestic system.
- Coordinate and monitor the Podium Club program, ensuring continuous development through annual review and updates.
- Administer the Women in Leadership Development Program, supporting the promotion, application process, participant tracking, and reporting.
- Maintain and update the National Domestic Calendar, ensuring alignment with national and provincial programming and key events.
- Provide administrative and logistical support to the Domestic Programs Committee, including meeting coordination, minutes, and action tracking.
- Host and organize regular Provincial Partners Calls and Quarterly Club Calls to facilitate information sharing and collaboration across the country.
- Coordinate training and education initiatives for coaches, match officials, and classifiers in partnership with key volunteers, including the Head of Classification and Head of Officiating.
- Support the implementation and promotion of Safe Sport initiatives, including education, compliance tracking, and ensuring programs align with Safe Sport policies and practices.
- Collaborate with the Communications and Content Coordinator to promote programs, share opportunities, and highlight successes across Wheelchair Rugby Canada's communication channels.



- Represent Wheelchair Rugby Canada on working groups or partner meetings related to coach education, officiating, classification, and program development (e.g., Coaching Association of Canada).
- Assist in managing program budgets and seek opportunities for grant funding to support program delivery.
- Maintain accurate records and databases for programs, participants, and development initiatives.
- Champion inclusion, diversity, and safe sport practices within all program activities.
- Perform other related duties as assigned to support the success of Wheelchair Rugby Canada's domestic programs.

Additional Requirements:

- Post-secondary education in Sport Management, Recreation, Event Management, Communications, or a related field, or an equivalent combination of education and relevant experience.
- Some experience coordinating programs, events, or administrative projects, ideally within sport or a nonprofit environment.
- Strong organizational, administrative, and time management skills.
- Clear and effective communication skills, both written and verbal.
- Ability to work independently while collaborating effectively with staff, volunteers, and partners.
- Comfortable using Microsoft Office Suite and online platforms (e.g., Zoom, Google Drive, registration platforms).
- Knowledge of Safe Sport principles, parasport, coach/official/classifier development pathways, or gender equity initiatives is considered an asset but is not required.
- Ability and willingness to work occasional evenings and weekends and travel within Canada.
- Bilingualism (English/French) is an asset but not required.

How to Apply:

To be considered for this position, email a detailed resume and cover letter addressing how your experience supports the requirements of the position to Paul Hunter, Chief Executive Officer, Wheelchair Rugby Canada at info@wheelchairrugby.ca by **May 9, 2025, at 5:00 PM Pacific Standard Time.**

We appreciate the interest of all applicants. However, only those selected for an interview will be contacted.