

Job Posting

Summer Program Coordinator – Ultimate/Disc Golf - Two Positions

Disc Nova Scotia (www.discns.ca) is seeking two Program Coordinators for its summer programs including DISCover programs from mid-June to end of August

Background

The Coordinators will be responsible for organizing, promoting, scheduling and delivering youth programs for Ultimate (frisbee) and Disc Golf in Nova Scotia.

The Coordinators will work as an instructor pair and will spend the first two weeks of the work term delivering in-school and after-school interactive workshops in regularly scheduled physical education classes and after-school programs as part of the DISCover Program. In July and August, the Coordinators will organize, administer and run weekly youth Ultimate and Disc Golf programming. Under the guidance of Disc Nova Scotia, the Coordinators will plan, budget, promote and deliver this summer programming.

The DISCover program provides groups of participants with an introduction to Ultimate (Frisbee) and/or Disc Golf. Participants are led through age appropriate skills, exercises, drills, and scrimmages, in hands-on workshops led by a program facilitator. The primary goals of the program are to:

1. Expose participants to disc sports;
2. Introduce specific disc sport related skills (throwing, catching, defending, receiving); and
3. Provide a basic understanding of the rules and game play.

The following descriptions are representative, but not necessarily all-inclusive

Key Roles and Responsibilities

- Create and/or modify a variety of lesson and activity plans for Ultimate and Disc Golf workshops. The plans will follow Ultimate Canada's Long-term Athlete Development (LTAD) stages for the ages and skill levels of participants.
- Develop a summer program plan, budget, and promotional material. These will be submitted to their DiscNS supervisor for review and approval.
- Instruct groups of 10-25 youths in Ultimate and Disc Golf workshops during school classes, with after-school programs and summer camps.
- Promote the DISCover program and register program partners and clients (schools, community organizations, camps, etc...) across Nova Scotia.
- Direct, supervise, and train (if necessary) volunteers and other part-time instructors to assist with the facilitation of the program.
- Facilitate weekly program for youth on Saturday mornings
- Design new and improve existing program materials for facilitating DISCover programs.
- Act as an ambassador for disc sports and their values (ie: Spirit of the Game) in Nova Scotia.
- Other ad hoc tasks assigned by Disc Nova Scotia.

Qualifications

The ideal candidate will have

- Familiarity with and enthusiasm for disc sports, specifically Ultimate and Disc Golf;
- Standard First Aid with CPR-C (up to date or willingness to get trained);
- Nova Scotia Class 5 Driver's licence (or equivalent) and have access to a reliable vehicle for transportation to work locations;
- An ability to travel across Nova Scotia;
- Successfully completed at least one term of post-secondary education.
- A willingness to carry out physical activity or some light labour; and
- A willingness to work some weekday evenings and 2-3 hours on Sunday if no volunteers are available for programming.

NCCP "Trained", "In-training", or "Certified" status is an asset.

The successful candidates will be required to have, or to pass at DiscNS expense, a Clear Criminal Record Check and a Vulnerable Sector Screening Check.

Skills/Experience

- Good communication skills.
- Experience working with children and youth in recreation-based settings.
- Prior experience facilitating ultimate and disc golf programs.
- Background in leadership, team building, coaching, and skills development.
- Highly organized and ability to multi-task and prioritize.
- Experience in curriculum development and program evaluation an asset.
- Graphic design, social media promotions, advertising and photography an asset.
- Bilingualism (English/French) an asset.

Position Details

Number of Positions: Two

Length of Term: 10 weeks

Anticipated Start Date: June 21 2019

Hours and Schedule: 30-35 hours per week (exact working hours and locations will be dependent on program partner availability).

Salary: \$11.50 hour.

Allowances: Accommodations, mileage and per diem paid for all approved travel.

Equipment: All program equipment provided.

For inquiries or to apply for this position, please contact info@discns.ca with the subject line "Job Posting: Summer Program Coordinator"

CLOSING DATE: June 16, 2019 at 11:59pm

Applications received after the closing date will be kept and reviewed should the positions not be filled in the first round of interviews.

We thank all individuals interested in this opportunity, but only those selected for follow-up will be contacted.