

# ALBERTA SPORT PARACHUTING ASSOCIATION

## PROGRAM COORDINATOR JOB DESCRIPTION

### Role

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The Program Coordinator ensures the efficient day-to-day operation of the Alberta Sport Parachuting Association (“ASPA”), and supports the work of the Executive, Board of Directors and other staff. The Program Coordinator is assisted by the Assistant Coordinator, who may share in the duties. These shared duties are indicated in this description with a \* and/or further information.

Reporting to the Executive and Board of Directors, this position is responsible for general administrative support such as managing memberships, managing incoming and outgoing correspondence, scheduling and organizing various meetings throughout the year and assisting with other administrative duties or special projects as outlined in further below. We are looking for a resourceful individual with strong administrative and communication skills. Strong analytical, agility and organizational skills are also essential in this role.

This is a part-time position; work requirements will range from 5 to 15 hours per week, with the winter months being slower, and late spring, summer and early fall being the busier season. Compensation for this position is \$20.00 per hour. This is a contract position, and no benefits (health or otherwise) are provided.

ASPA does not have an office space, the Program Coordinator will be expected to work from home (or where they choose), have space to store ASPA office equipment (hard drives, computers, printer/scanner if applicable), and be able/willing to receive mail on behalf of ASPA.

Opportunities may arise for conferences, committee meetings, or additional education as approved by the Board of Directors.

### Qualifications

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A high school diploma is required; post-secondary degree is an asset, but not a requirement. Administrative experience is required.

Preference will be given to candidates with knowledge of sport parachuting and the current athlete development and competition framework.

Advanced experience with Microsoft Office (Word, Excel, Outlook, Access) for PC or Mac. Advanced experience with internet based email (Gmail), social media and website applications is required. Experience with Publisher and/or Pages is an asset.

Experience with not-for-profit associations will be considered an asset, but is not required.

## Primary Duties and Responsibilities

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The Program Coordinator will be expected to perform a wide range of duties including some or all of the following:

### *General Information*

- Reply to general information requests (either via phone, email, or in person) with accurate information\*
- Forward incoming general inquiries to the appropriate staff, Executive or Board member if required\*

### *Office administration*

- Prepare and send communications to the Executive or Board of Directors as required
- Prepare and send communications to the Membership as required
- Prepare and send communications to Provincial and/or National organizations (such as Coaching Association of Canada and others) as required
- Prepare articles for CanPara (on occasion)
- Receive and process incoming membership requests
- Maintain the membership database
- Prepare and send membership reminders and membership confirmations
- Receive and process ASPA Subsidy Requests, and forward to Treasurer/Bookkeeper for payment *\*(currently this is done by the assistant coordinator as “subsidy processor”)*
- Liaise with CSPA Course Facilitators
- Prepare and send communications to members in the form of emails, social media posts, and newsletters *\*(newsletters are currently prepared and distributed by the assistant coordinator, who also assists in email communications and social media posts)*
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Back-up electronic files using proper procedures
- Update and ensure the accuracy of the organization's databases
- Maintain records of the organization's assets, including but not limited to:
  - ASPA Transition gear: canopies (main and reserve), containers, jumpsuits, helmets, and other
  - Canopy Piloting Equipment
  - Computers

- Hard Drives
- Other office equipment (printers, scanners, etc.)
- Maintain maintenance records and/or provide for regular required maintenance for the organization's equipment as stated above
- Provide administrative support to the Executive and/or Board of Directors
- Make arrangements for the Annual General Meeting in the spring of each year – including venue, refreshments, agenda, documents, and any other items needed
- Make arrangements for the Planning Meeting in the fall of each year – including venue, accommodations/travel for Board members if needed, refreshments, agenda, documents, and any other items needed
- Prepare and file Annual Returns with Service Alberta, and prepare any other paperwork needed to maintain the organization's status as a Non Profit Alberta Corporation
- Liaise with Alberta Sport Connect (ASC), including but not limited to:
  - Preparation and submission of grant applications each year
  - Preparation and submission of post-grant reports as required by ASC
  - Meet with representative of ASC as required, for networking, information sharing and other purposes
- Liaise and/or report to the CSPA, including all applicable committees (see <http://www.cspa.ca/en/committees> for a list of CSPA committees)
  - Attend and represent ASPA at the CSPA AGM (can arrange for someone to attend on your behalf)
- Submit (personal) invoices to the Treasurer/Bookkeeper on a monthly basis
- Assist By-Law Officer with upkeep of By-Laws, and Policies and Procedures *\*(this is currently done by the assistant coordinator/ByLaw Officer)*
- Coordinate annual Provincial Competition, including but not limited to:
  - Put out call for Provincials Bids each year (fall/winter of each year)
  - Work with Board to determine and award successful bid
  - Liaise with successful dropzone to schedule/coordinate Provincials
  - Ensure Judges are booked (including travel, hotel and transportation)
  - Communicate with Membership on location/dates/times of Provincials
  - Attend provincials – to ensure smooth running of Provincials and work with dropzone to ensure ASPA provides everything needed
  - Coordinate trophies and medals for provincials
- Athlete Funding – work with Treasurer/Bookkeeper and anyone else required to implement the Athlete Funding program each year
- Seminars
  - Communicate with Membership on seminar policies and deadlines each year
  - Receive seminar applications before application deadline each year

- Process and distribute to the Board of Directors the seminar applications for review and decisions by the Board
- Communicate to Membership/Seminar applicants the results of their applications
- Ensure that post-seminar requirements are met (reporting, newsletter article, etc.) by the required deadline
- Work with Treasurer/Bookkeeper to ensure payments are made once requirements are met

*Assist with financial management – Currently done by the Treasurer/Bookkeeper*

- Use computer software to prepare invoices and financial statements
- Code and file financial material according to established records management procedures
- Process accounts payable ensuring timeliness and accuracy of information
- Process accounts receivable ensuring timeliness, accuracy of codes and appropriate backup
- Prepare accurate bank reconciliations and deposits
- Administer petty cash according to established procedures *\*(petty cash is currently administered by the Program Coordinator)*
- Assist with financial reports as required

## Competencies

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The Program Coordinator should demonstrate proficiency in the following competencies:

- **Behave Ethically:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and align with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

## Competition Closes

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The Competition closes on Monday, 21 August, 2017 at 6 PM.

Resumes are to be sent to [pres@aspa.ca](mailto:pres@aspa.ca) in MS Word or PDF Format.