



**Job Description:
Program Manager - Bridging the Gap**

Wheelchair Sports Alberta

Job Posting: Program Manager – Bridging the Gap

Type: Full-Time (Grant-Funded)

Salary: \$55,000/year + 100% Employer-Paid Benefits

Hours: 37.5 hrs/week (evenings & weekends as needed)

Start Date: Fall 2025

Location: Edmonton or Calgary (provincial travel required)

Reports to: Executive Director

About Wheelchair Sports Alberta (WSA)

WSA is a provincial non-profit creating lifelong adaptive sport opportunities for children, youth, and adults with disabilities. We support wheelchair basketball, wheelchair rugby, and para hockey while collaborating with schools, healthcare partners, and local clubs.

Bridging the Gap (BTG) introduces individuals with disabilities to adaptive sport and supports their transition into long-term recreation and sport pathways.

Position Overview

The Program Manager – Bridging the Gap oversees all BTG programming across Alberta:

Key Duties:

- Recruitment-focused events, “Try-It” days, and Have-A-Go events
- School & community presentations
- Sport demonstrations and weekly drop-ins

Role Responsibilities:

- Program delivery & supervision of staff/volunteers
- Partnership development with hospitals, schools, and sport clubs
- Financial oversight, grant reporting, and budgeting
- Provincial travel for program delivery

Key Responsibilities

Program Administration (40%)

- Maintain participant database and annual schedules
- Coordinate logistics: facilities, transportation, catering, volunteers
- Support provincial teams and local clubs

Presentations & Outreach (20%)

- Present BTG program info to schools and healthcare professionals
- Conduct 1:1 meetings with participants/families
- Expand program reach into new regions

Partnerships & Engagement (15%)

- Build relationships with hospitals, rehab centres, therapists, and sport clubs
- Attend interagency meetings to strengthen referral pathways

Communication (10%)

- Update BTG content online, respond to inquiries, produce newsletters

Reporting & Finance (15%)

- Submit monthly/quarterly reports to WSA Board and National BTG Coordinator
 - Budget reconciliation and support for event/program budgets
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Qualifications

Minimum:

- Diploma in Recreation or related field
- 1+ years program delivery; 1+ year supervising staff/volunteers
- Budget & grant reconciliation experience
- Strong communication, presentation, and relationship-building skills
- Valid driver's license & availability for evenings/weekends
- Commitment to Safe Sport and disability inclusion

Assets:

- Degree in Recreation, Physical Education, or related field
 - 3+ years adaptive sport or disability recreation experience
 - Grant writing & multi-stakeholder collaboration experience
 - Experience with wheelchair sports or lived disability experience
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Compensation & Benefits

- **Salary:** \$55,000/year
 - 100% employer-paid benefits
 - Travel reimbursement per WSA policy
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Why This Role Matters

This position helps individuals with disabilities discover the life-changing power of sport while building confidence, connection, and community. You'll support provincial pathways, local clubs, and families, ensuring ongoing engagement in sport.

How to Apply

Submit a **single PDF** including:

- Cover letter outlining your interest & relevant experience
- Résumé highlighting program management, sport, or community experience

Email: brayden@wheelchairsportsalberta.com

Line: Program Manager – Bridging the Gap Application

Deadline: December 10, 2025

Applications will be reviewed on a rolling basis until the position is filled.

Accessibility & Inclusion

WSA is committed to equity, diversity, and inclusion. Applications are encouraged from:

- Individuals with disabilities
- Indigenous peoples
- Racialized individuals
- 2SLGBTQIA+ individuals
- Anyone with relevant lived experience

Accommodations are available upon request.