



## JOB POSTING

POSITION TITLE	Physical Literacy Summer Programmer
REPORTS TO	Supervisor of Physical Literacy Programs
COMMITMENT	Full-Time, Contract April 1 – September 5, with the possibility of starting earlier
COMPENSATION PACKAGE	\$22.25/hour, 37.5 hours per week. Time in lieu will be provided if hours exceed 37.5 in a given week.

### ORGANIZATION SUMMARY

PISE is a charitable non-profit organization that provides education, programs and services across South Vancouver Island, while managing the Pacific Institute for Sport Education facility. We are nationally recognized for work in the areas of physical literacy and inclusion and also deliver the esteemed Canadian Sport School program for high performance athletes in Grades 10 to 12. Our vision is to transform lives through healthy activity and sport by providing physical activity, health and sport education programming and services for children, youth and adults that focus on inclusion, physical literacy, active living, and the development of performance sport.

### POSITION SUMMARY

The Physical Literacy Summer Programmer will provide administrative and in-person support for the delivery of PISE programs for children and youth age 18 months-18 years old, focusing primarily on the delivery of Summer Camps. These programs are based on quality physical activity experiences using games and activities that develop physical literacy and are located at our PISE facility and off-site locations. The specified role encompasses working in a **full-time** capacity April-early September. This role will be responsible for the smooth and effective facilitation and administration of any and all relevant PISE programs. The role will also entail training Physical Literacy Leaders in facilitating games and play based activities that develop the movement skills of children and youth, creating and maintaining a safe, engaging and welcoming environment for all participants and communicating with parents as necessary. This role involves direct facilitation of spring programs in April, May and June as well as program scheduling, administration, and staff oversight. Physical Literacy Programmers will need to balance facilitation hours with administrative hours. The facilitation schedule is program dependent and will fluctuate for the duration of the term contract.

PISE is committed to providing programs for children & youth who many not otherwise have access and therefore staff may work with vulnerable youth, individuals with a disability, indigenous youth and low-income families, as well as typical populations. Work will take place in an in-person environment. Facilitation will take place at PISE as well as off-site locations throughout South Vancouver Island (March-June), and administrative work will take place at PISE.

### KEY ROLES & RESPONSIBILITIES

Roles and responsibilities are as follows but not limited to:

- Work as part of a team overseeing the delivery of fun, engaging programs that develop the physical literacy of children and youth
- Plan and prepare all camp related activities in advance of summer camps
- Schedule, organize and set up specialized equipment for program use
- Support registration process including client payment, program transfers, refunds, and waitlist management
- Facilitate movement including, but not limited to, sport, dance and fundamental skills as a physical literacy leader
- Engage in all administrative duties as required for any and all programs and camps, such as schedule writing, equipment ordering, inventory and staff training
- Liaison with community organizations to organize, plan and schedule programs
- Ensure a safe environment (physically & emotionally) for both children and staff



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- Maintain verbal and written communication with the team regarding successes and challenges
- Deliver first aid as necessary
- Responsible for transportation to/from your offsite locations and equipment drops
- Promote PISE as a destination for sport development & community programs
- Complete other tasks related to the physical literacy department
- Flexible work schedule (some weekends and evenings will be required as necessary)

### KNOWLEDGE, SKILLS & ABILITIES

- Demonstrates a sound understanding of physical literacy and developmental traits of children
- Possesses strong leadership and interpersonal skills
- Ability to effectively manage time and work in a self-directed environment
- Demonstrates drive and initiative
- Ability to build strong relationships based on trust, support, and open communication
- Analyzes issues and resolves problems with excellent judgement and decision-making skills
- Promotes teamwork and commitment to PISE's overall mission, vision, and goals
- Understanding of various computer programs related to administration

### QUALIFICATIONS

- Post-secondary degree in Sport Science, Education, Child Development, Recreation or another related field and/or equivalent experience
- NCCP Fundamental Movement Skills certificate (or willing to obtain)
- HIGH Five Principles of Healthy Childhood Development certificate (or willing to obtain)
- Physical Literacy Instructor Certification considered an asset
- Experience leading a variety of physical activities and sports for children and youth with varying abilities
- Current Standard First Aid CPR/AED Level C
- Current Police Information Check with Vulnerable Sector Screen, or willingness to provide one prior to start of position
- Healthy lifestyle and an interest in health & wellness

### TO APPLY

Please submit a resume and a cover letter by **11:59pm, February 24, 2025** to:

Brianna Wheeler  
Human Resources & Administrative Coordinator  
[careers@pise.ca](mailto:careers@pise.ca)

*Thank you for your interest in PISE.*

*Please note, due to the number of resumes received,  
only candidates selected for an interview will be contacted.*

*Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of the four designated groups;  
women, persons with disabilities, Aboriginal peoples, and visible minorities.*