



JOB POSTING

POSITION TITLE	Physical Literacy Programmer
REPORTS TO	Supervisor of Physical Literacy Programs
COMMITMENT	37.5 hours per week. Contract from Sept 2025 – June 2026, with the possibility of extension
COMPENSATION PACKAGE	Between \$20.25 and \$23.25 per hour depending on experience

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. 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 Programmer will provide administrative and in-person support for the delivery of PISE programs. 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, contract capacity from the end of August 2025 to the end of June 2026**, with the possibility of continued employment after this date. 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 programs, as well as program scheduling, administration, and staff mentoring. Physical Literacy Programmers will need to balance facilitation hours (sometimes up to 30 hours per week) with administrative hours. The facilitation schedule is program dependent and will fluctuate for the duration of the term contract. The Physical Literacy Programmer is expected to work Sunday to Thursday each week.

PISE is committed to providing programs for children & youth who many not otherwise have access and therefore leaders 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 and administrative work will take place at PISE, with potential for remote work after a probationary period.

KEY ROLES & RESPONSIBILTIES

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 the early years age, as well as children and youth
- Plan and prepare all camp related activities in advance of spring and summer camps
- Plan and schedule one off events for the early years age, including programming, bringing equipment to events and facilitating engaging activities for the duration of the event
- Oversee birthday party planning and facilitation
- Communicate expectations for staff during shifts and ensure quality standards are upheld
- Schedule, organize and set up specialized equipment for program use
- Facilitate movement including, but not limited to, sport, dance and fundamental skills



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- Engage in all administrative duties as required for all programs and camps, such as schedule writing, equipment ordering, inventory and staff training
- Ensure a safe environment (physically & emotionally) for both children and staff
- 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

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrates a sound understanding of physical literacy and developmental traits of children
- Possesses strong leadership and interpersonal skills
- Confidence when talking to others and ensuring standards are met
- 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

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)
- 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, July 27th, 2025**, to:

Brianna Wheeler
Human Resources & Administrative Coordinator
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.