

# WorkBC Centre

**Must be BCEA -PWD with a designation receiving disability assistance (DA) from the Ministry.  
Do you need on-the-job work experience and skills training?**

**Contact the WorkBC Centre to learn more!**

**Contact WorkBC Tofino (250-725-8805) or WorkBC Ucluelet (250-726-4243) to learn more!**

Project Name: ACCESS & INCLUSION, COVID RESPONSIBLE RECREATION INFRASTRUCTURE 2021

***Inclusive by Design***, an initiative of the **Kootenay Adaptive Sport Association** is dedicated to promoting physical literacy and elevating the human spirit through facilitated learning experiences in a barrier free environment. Advocating and educating in support of adaptive sport and recreation by providing resources, organizing events and programs, and building a safe and inclusive community.

## **Planning and Research Assistant Position**

**Duration of employment:** May 17, 2021 to April 8, 2022

**Remuneration:** \$573.00/weekly. We will do our best to accommodate individual abilities but need a minimum commitment of 20 hours per week.

Under the direction of the Planning Team Manager, the PLANNING and RESEARCH ASSISTANT will LEARN to perform accessibility assessments, collect and evaluate data, research amenities, compile a data base, prepare reports, and provide recommendations to assist with planning inclusive infrastructure utilizing the principles of Universal Design, Physical Literacy Enriched Environmental Design and COVID Responsible Design.

**Locations:** Victoria, Nanaimo, Comox Valley, Tofino/Ucluelet. Work to be performed virtually and on-site. *Opportunity to work from a home-office.*

**Key responsibilities include:**

- Performing research related to accessibility, physical literacy and COVID policy which *could* include assessing trails using an adapted mountain bike
- Developing a data base of stakeholders, recreation sites and trails and amenities related to accessibility, COVID safety and physical literacy in British Columbia
- Taking detailed measurements and recording them into a computerized audit tool
- Reviewing data, report writing, and making recommendations for planning
- Working with a computer, software and internet communications
- Following supervisor directions and instructions
- Following employee safety protocol including COVID safety measures
- Respecting and cooperating with team members, volunteers, program participants
- Some regional travel required depending of Provincial Health Orders
- Be a critical thinker, inquisitive, a team player and have a hard work ethic
- Enjoy working in an office, have an aptitude for computers
- Comfortable working independently and be self-motivated
- Have good communication, planning, scheduling and writing skills
- Experience with Microsoft Office and Adaptive Mountain Biking would be an asset

**Previous experience is NOT REQUIRED;** this is a work experience opportunity for those with a keen interest in this field of work

**Closing date: May 5, 2021 @5pm.** Contact the WorkBC Centre nearest to you ***quoting this job posting*** to confirm eligibility. We sincerely appreciate all applications, however only those candidates selected for an interview will be contacted.



This program is funded by the Government of Canada  
and the Province of British Columbia.