



## JOB POSTING

<b>POSITION TITLE</b>	Supervisor of Physical Literacy Programs
<b>REPORTS TO</b>	Coordinator of Physical Literacy Programs
<b>COMMITMENT</b>	Full-Time, Permanent
<b>COMPENSATION PACKAGE</b>	\$40,000.00 - \$45,000.00 annually; Benefits after 6 months and professional development opportunities.

### 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

As a full-time member of the Physical Literacy team, the Physical Literacy Supervisor oversees the part-time Physical Literacy Leaders and full-time Physical Literacy Programmer(s). The position is responsible for scheduling, payroll and communication with all members of the Physical Literacy team regarding their shifts and job responsibilities. Communication with the team is conducted through email, phone, in-person meetings, reviews and in-program mentoring. The position also communicates with community organisations to understand changes in program dates, times and protocols for upcoming programs, as well as supports the Coordinator with any necessary tasks needed for the efficient running of the department.

### KEY ROLES & RESPONSIBILITIES:

- Supervise Physical Literacy Programmer(s) and Leaders and manage staff schedules, shift coverage, payroll and staff discipline as necessary
- Communicates directly with staff for scheduling, shift coverage and other matters relating to their role
- Conduct portions of staff training; including meetings, Summer Camp training, etc.
- Ensure quality and consistent programming of all PISE physical literacy Programs
- Facilitate physical literacy programs in the community and collaborate with community organizations to schedule programs
- Reports any accidents or incidents to proper facility personnel and Physical Literacy Coordinator
- Supervise the successful facilitation and engagement of PL staff in any special events
- Help organize and facilitate professional development / presentations for community members and staff related to Physical Literacy
- Oversee any necessary development, administration and scheduling for future events or programs not currently operating
- Assist with any tasks or responsibilities deemed necessary for the completion of community programs and success of the Physical Literacy Department

### KNOWLEDGE, SKILLS, AND ABILITIES

- Possesses strong leadership and interpersonal skills
- Analyzes issues and resolves problems with excellent judgment and decision-making skills
- Promotes teamwork and commitment to PISE's overall mission, vision, and goals



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- Strong communication skills in both verbal and written formats
- Critically evaluate a situation, conflict or issue and come up with solutions
- Understands strategies and identifies areas for improvements
- Establishes realistic plans and executes efficiently
- Demonstrates drive and initiative
- Ability to build strong relationships based on trust, support, and open communication
- Ability to talk to individuals about sensitive issues with discretion and candor

### QUALIFICATIONS

- Post-secondary degree in Kinesiology, Child/Youth Services, Sport Management, or other related field
- Programming/lesson planning experience
- Ability to mentor new team members in physical literacy delivery
- Experience participating in and leading a variety of sports/athletic activities
- Experience with software such as ActiveNet, Payworks or similar an asset
- Current First Aid and CPR certification
- Clear Police Information Check with Vulnerable Sector Screen dated within the past 6 months
- NCCP FMS and HIGH Five are an asset
- Sport for Life Physical Literacy Instructor certificate an asset

### TO APPLY

Please submit a resume and a cover letter by **11:59pm, Aug 30th, 2023** to:

Brianna Coburn  
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.*