

<b>Job Title:</b>	<b>Accessibility Coordinator</b>	<b>Job Category:</b>	Coordinator
<b>Division:</b>	<b>Operations</b>	<b>Department:</b>	Accessibility
<b>Reports To:</b>	<b>Accessibility Director</b>	<b>Term:</b>	N/A

**Volunteer Job Description**

**Purpose:**

The Accessibility Coordinator is tasked with assisting that all Pride events are accessible.

**Assists in these Duties:**

- Creating and executing the Pride Winnipeg Accessibility operations plan,
- Seeking out accessible spaces for the our events,
- Ensuring all attendees are notified of accessible spaces prior to our events,
- Working with event managers to ensure event site plans meets accessibility standards
- Working with event managers to ensure that the entrance and exits of our events meet all accessibility protocols, procedures and policies,
- Preforming the Event Accessibility Checklist and correct any problems prior to the event opening,
- Conducting the accessibility orientation on Managing Members and volunteers,
- Implementing and maintain event hazard controls, with Health and Safety Director,
- Preforming risk assessments on all event content and implement hazard controls as needed, with Health and Safety Director,
- Conducting all incident investigations,
- Conducting the annual Accessibility Review and report findings to the Board of Directors,
- Creating and operating the Event Accessibility plan in conjunction with third party accessibility personnel,
- Working with the event managers on seeking out and selecting an accessibility firm
- Working with the event managers in emergency situations and running Pride Winnipeg's Emergency Management Plans
- Writing up and presenting an annual Accessibility report to the Board of Directors at the end of the Pride Planning year,

**Skills/Qualifications:**

- Friendly, dynamic, and outgoing demeanor and professional presentation, excellent organizational and communication skills, ability to work well with others, strong interpersonal skills and leadership, must have good decision making skills, must have good stress and time management skills, accessibility training an asset, knowledge of health and safety legislation an asset, must be first aid certified, security guard certification an asset