



# Kamloops Canoe and Kayak Club

Kamloops - Shumway Lake

## Development Programs Coordinator

[www.kamloopscanoeandkayakclub.ca](http://www.kamloopscanoeandkayakclub.ca)

The Kamloops Canoe and Kayak Club, located at Shumway Lake, 15 minutes south of Kamloops, is a non-profit organization which provides quality programming and instruction of recreational and competitive paddling sports, including kayak and canoe, to individuals of all ages within a safe, fun and supportive environment.

We are currently seeking an enthusiastic, full time seasonal **Development Programs Coordinator** from middle of May – end of August 2020 to lead, manage and coordinate our development programs as well as to instruct kids and youth involved into paddling sports.

This is a full time summer job from **May 11<sup>th</sup> – August 30<sup>st</sup> 2020.**

Working hours: 40/week, 16 weeks total

The Development Programs Coordinator will provide ongoing support to the Head Coach and club staff in the areas of: coaching both performance and development team, leading and instructing some recreational programs, equipment maintenance and inventory, administrative duties, communicating with staff and parents while creating and maintaining a fun, friendly, and safe environment.

### **Core Duties and Responsibilities:** (may include other duties as needed)

- Ensure the paddling environment and group activities of the Kamloops Canoe and Kayak Club are positive, safe, healthy, and fun
- Assist head coach in all areas of coaching and sport development
- Coordinate club activities in areas of recreational and school programming
- Coordinate club activities in areas of sport development programming
- Attend practices and events as assigned by the head coach & maintain a set schedule
- Assist the head coach with setting up and breaking down for practices and events
- Positively encourage and cheer on athletes
- Manage and maintain equipment on regular basis
- Monitor and evaluate the progress and development process on individual and team basis
- Communicate effectively in a positive manner with co-workers, parents and club participants
- Attend weekly staff meetings

**Qualifications and Requirements:**

- Experience in leading and managing sport club
- Experience in coordinating and monitoring recreational and competitive programs
- Experience in the sport of flatwater kayak & canoeing
- Demonstrable experience coaching kids and youth athletes
- High school diploma or higher
- A strong commitment to sports and paddling community
- Excellent verbal communication skills
- Flexible / ability to accommodate a changing environment, times and schedules
- First Aid, CPR and AED certified by start date
- Pleasure Craft Operators Card
- Must have Criminal Record Check
- Must be physically fit and able to rescue kids if needed
- Must be physically fit and able to lift 60 pounds
- Must have own reliable transportation to and from the lake
- Must provide references

**Preferences will be given to those applicants who hold one or more of the following:**

- National Coaching Certification (NCCP)
- Canoe Kids Instructor Certification

**Salary:**

\$18 - \$19/hour, depending on qualifications and experience

**Deadline for application:**

March 31, 2020

**Cover letter and resume can be emailed to Stanislav Marek: [kckcheadcoach@gmail.com](mailto:kckcheadcoach@gmail.com)**

KCKC appreciates your interest in our opportunity, however only qualified applicants will be contacted for an interview.