



South Niagara Canoe Club

108 Thorold Road East

Welland, ON L3C 7A6

info@southniagaracanoecub.ca

www.southniagaracanoecub.ca

The word 'Canada' is written in a large, black, serif font. A small red and white Canadian flag is positioned above the letter 'a'.

South Niagara Canoe Club is accepting applications for:

(1) Seasonal Position: New Program and Project Coordinator

- 8 week position commencing July 1st, 30h / wk, \$14.50 / hr

*****Applications close Wednesday June 27th 2018, 5:00pm*****

The South Niagara Canoe Club has been running a variety of youth and adult programs since 2008 along the Welland Recreational Waterway. The intent of this seasonal Coordinator position is to provide managerial and coaching support for expansion of new programming and to assist with key logistics and development activities of the club. This position will provide a variety of new experiences to the successful candidate and will help build coaching, leadership, organizational, and communications skills.

Responsibilities

- Assistant coach/manager for Parakayak, Masters Kayaking, and Special Olympics Dragon Boat
- Program and organizational support for Canoe Kids camp (ages 7-13).
- Leader of recruitment to grow program participation
- Support for key logistical projects including club operations and special events
- Other duties as assigned

Reporting

The chosen candidate will report directly to the Head Coach and will provide two written updates to the Board of Directors to summarize their activities as well as provide recommendations based

on work experiences. During training sessions, the chosen candidate will be working with other coaches in a cooperative environment where a team approach will be promoted.

Requirements/Qualifications:

- Strong communication skills
- Strong organizational skills
- Enthusiasm and a self-starting attitude
- Canoe Kids coach education workshop or Advance ELCC Coach Education Workshop an asset
- NCCP – Coaching athletes with Disabilities an asset (Online)
- NCCP- Concussion awareness (Online)
- High Five Courses – Principles of healthy children development and or Healthy minds for healthy Children
- Ability to supervise and instruct participants during a sporting activity, with attention to safety, effective communication, and skill development
- Bronze Cross or NLS an asset
- Ontario Pleasure Craft Operators Card
- CPR and Standard First Aid

Who are we looking for?

We are looking for fun and enthusiastic people who would like to work in a dynamic environment, meet new people, learn new skills, and solve problems.

How to apply?

Send resume and cover letter to info@southniagaracanoeclub.ca, attention “Job Selection Committee” and specify “Summer Coordinator Position”

Please ensure that you have a current email and phone number on the resume.

Please note that a criminal records check maybe required in advance of an offer of employment.

We appreciate all the applications we receive however we will only contact applicants selected for an interview.