



Assistant Coach, Prince George Canoe & Kayak Club

Job Summary

Provide a safe and inclusive experience for kids aged 7-18 years old to learn about canoe and kayak paddling, enjoy the outdoors, and foster a respect for the environment. Following a lesson / practice plan, instruct paddlers on water and boat safety skills, paddling techniques, and engage in exercises and games.

The position officially begins June 1st and ends September 3rd 2022 but may be extended over the Winter Season if programs are transitioned to an indoor pool.

Days of Work – working a minimum of 30 hours per week (subject to the Canada Student Jobs program)

- Week-long camps Monday – Friday
- Days, Evenings & Weekends

A complete schedule of paddling programs will be made available upon application for this position.

Employment Requirements & Qualifications

- Required
 - Criminal Record Check (19+)
 - Vulnerable Sector Check (19+)
 - Coaching Ass. Canada Safe Sport Training or Respect in Sport for Activity Leaders (NCCP #)
 - Coaching Ass. Canada Making Ethical Decisions (NCCP #)
 - Transportation to & from West Lake
 - Canoe Kids Training (NCCP #)
- Beneficial
 - Pleasure Craft Operators Card
 - Level 1 First Aid

Experience & Skills

- Recreational Canoe & Kayak, Sprint Canoe & Kayak paddling techniques
- Coaching kids in individual sports
- Experience working with kids from diverse backgrounds, learning styles, and swimming/paddling skills
- Using tools such as a hammer, drill, paint-brush, measuring tape
- Communicating easily with young children as well as adults
- Able to follow a lesson / practice plan
- Able to use a computer and in particular Excel, Word, websites, web apps and email
- Able to follow direction
- Attention to detail
- Able to prioritize and adapt to rapidly changing circumstances such as due to weather or boat safety

Responsibilities and Duties

- Complete the Coaching Ass. Canada Safe Sport Training if not already certified
- Complete the Coaching Ass. Canada Making Ethical Decisions (NCCP #) if not already certified
- Attend orientation session(s) to learn about the club, the programs, facilities and equipment
- Provide coaching instruction to paddlers aged 7-18 on
 - Warm Up and Cool Down activities
 - Water and Boat Safety
 - Boat & Paddle Use
 - Paddle Strokes
 - Emergency Boat Procedures including recovery
 - Some limited coaching/instruction to parents and families
- Participate at fundraising, work-party and club events
- Communicate with parents regarding the progress of their child in the program
- Work with the Program Co-ordinator on program administration activities including marketing
- Follow all PGCKC Policies, Regulations and Manuals
- Assist with club equipment maintenance and grounds keeping
- Load and Unload boats from the storage facility and/or trailer
- Assist with the setup and tear down of all program supplies and equipment
- Sanitize program supplies, equipment and facilities per the COVID 19 Sanitization Policy
- Drive a motorized small craft - the "Safety Boat" - if qualified
- Attend daily, weekly meetings and Post-Program review sessions
- Provide as-needed coaching support during competitions both local and out of area. *Additional compensation and expenses will be determined on a case by case basis.*
- Additional responsibilities and duties as assigned by the Head Coach during programming or the Program Co-ordinator for administration activities.

Salary

- The Assistant Coach is paid by the hour for all duties as outlined above.
- The Rate of pay is \$2.00 above minimum wage per hour.
- When a paddling program is cancelled due to low registration or for another reasons, the Assistant Coach will be reassigned to administration or maintenance work for the same number of hours as originally scheduled. At the discretion of the Program Co-ordinator, the Assistant Coach can request to be assigned to work on another day/time.
- The Assistant Coach will be provided with a complete list of all program dates to ensure they are available and able to commit to the programs assigned.

Application

To apply for this position, please email your resume and a cover letter to info@pgckc.com.