

# Prince George Canoe & Kayak Club (PGCKC)



## Volunteer Position: Program Assistant

### PGCKC Mission

To give youths (aged 7-18) the technical skills to paddle canoes and kayaks on flat water (lakes), to build physical literacy in water sports and develop a respect for the paddling environment.

### Position Goals

To assist the coaches with paddling program activities and ensure a safe, fun and educational experience for the participants.

### Position Summary

Every paddling program requires at least 1 Program Assistant. Currently programs run from June through August with one-time events happening monthly from September-May. Paddling programs can last from 1-4 hours with additional time required before and after programs for equipment setup.

### Position Duties

- Greet paddlers and families when they arrive at the program
- Introduce paddlers to the site and facilities
- Assist or Lead warm up / cool down activities based on the lesson plan or at the direction of the Head Coach
- Assist or Lead paddlers in games, crafts and other activities based on the lesson plan or at the direction of the Head Coach
- Assist paddlers putting on their lifejacket
- Perform a safety check of all lifejackets on paddlers (size, fit, etc)
- Assist paddlers with getting in/out of their boat, using safety gear, carrying equipment from storage
- Load and Unload equipment as necessary for the delivery of the program
- Sign in / out of the Attendance Sheet to record their volunteer time
- Follow PGCKC Policies, Regulations and Manuals as applicable to the position and program

## **Time Commitment**

Volunteers can sign up for specific days of the week, specific number of hours, or specific events.

## **Qualifications**

- A desire to work with children ages 7-18 in a water sports environment
- Ability to engage children in games and activities
- Ability to present information in a way suitable for children ages 7-18
- Knowledge of use and function of a lifejacket
- Knowledge of use and function of a paddle, canoe, kayak
- Ability to be aware of possible risk factors in water sports and with children
- Ability to tread water for 2 minutes, swim unassisted for 20mins
- Ability to follow a lesson plan and anticipate equipment required
- Ability to prioritize and adapt to rapidly changing circumstances such as changes in weather, boat / paddler safety, or an emergency
- Successful completion of the CKBC screening requirements (Level 1 Low Risk)
  - Complete the Application Form ("Appendix B") provided in volunteer package
  - Screening Disclosure Form ("Appendix C") provided in volunteer package
- BONUS: CAC Safe Sport Training, Making Ethical Decisions, Canoe Kids community coaching training
- BONUS: First Aid Level 1, PCOC

## **Benefits and Recognition**

- Membership in the PGCKC
- Use of PGCKC equipment and supplies for the duration of the activity
- Use of PGCKC equipment and supplies for special events
- Coaching and Paddling Courses paid for by PGCKC
- Coaching and Paddling Courses provided by PGCKC
- Ability to further develop paddling skills through activities, events, and coaching courses
- Opportunity to assist at Regattas (competitions)
- Opportunity to develop into an Assistant Coach role through experience and coaching
- Opportunity to develop into an Officiant role through experience and coaching
- Reference Letter

## **Role Accountability**

The Program Assistant is there to support the coaches without having to have specific, technical knowledge or experience paddling a canoe or kayak. The Head Coach will have a lesson plan for each program / program day with some variations for weather, conditions, and ages of the participants. The Head Coach will review the lesson plan prior to the start of each day's programming with all coaches and program assistants. Major changes to the lesson plan will be communicated by the Head Coach. Minor changes to the lesson plan can be communicated by the Head Coach or the Assistant Coach.

## **How to Apply & Next Steps**

- If Interested
  - Email or call us and let us know so we can make sure you have all the information you need to become part of our team
- To Apply
  - Complete the Volunteer Program Assistant application package. Complete the required forms and scan/email or mail them to the Club (insert address)
- Next Steps
  - Meet up with members of the PGCKC to discuss your interest, availability
  - Complete the PGCKC required training/orientation

For any questions or concerns, contact Bini Ball @ 778-349-6791 or by email [info@pgckc.com](mailto:info@pgckc.com)