



## **Position – Staff / Instructor**

### **Position Objectives –**

- Assist the executive with the administration and running of the club.
- Promote and grow our club membership.
- Promote and assist with club races.
- Promote fun, supportive and well-organized programs, including youth camps and regular practices.

### **Skills, Knowledge and Experience –**

- Canoe/Kayak or outrigger paddling experience.
- Coaching certification and experience preferred.
- Administrative experience.
- Standard First Aid with CPR Level C.
- Competent swimming skills.
- Effective interpersonal, organizational and communication skills.
- Ability to work as a team player.
- Ability to work with paddlers of all ages and abilities.
- Flexible schedule.

### **Expectations –**

- To actively promote the Penticton Racing Canoe Club in the community.
- Planning and supervising day camps for children and youth new to paddle sports.
- Coaching Penticton Racing Canoe Club's competitive and novice junior paddling groups
- Responsible for the daily operation, safety, security and cleanliness of the boathouse and equipment.
- To create and deliver a fun, safe program for all club members.
- On-line promotion of Length of the Lake, an annual paddling race that covers the length of Okanagan Lake and finishes in Penticton.
- To assist in the execution of special events and/or fundraisers.
- To work cooperatively with the executive, volunteers and members.
- To respect the club's policy re. fair play and equity.
- To offer constructive feedback on various areas of administration as related to program delivery.
- Other duties as required by the board.
- Able to work flexible hours including some early mornings and evenings to coach club practices.
- Salary - \$14.50-\$18/hr depending on qualifications and experience. Estimated 30hr/week. Mid-June – mid-August.
- This position is contingent to a successful Canada Summer Jobs grant

Application Deadline – May 15

Apply to – [crysmcleod@gmail.com](mailto:crysmcleod@gmail.com)