



Sport Development Coordinator

Canoe Kayak BC - Burnaby, BC

Based in Burnaby, Canoe Kayak BC actively encourages and provides opportunities to enjoy, participate and excel in paddle sports in British Columbia. Members include competitive and developing athletes, enthusiasts, coaches, officials, administrators and supporters of paddling sports.

To meet these objectives, Canoe Kayak BC is seeking an individual for full time employment to oversee the sport development activities of the organization. Programs will include but not be limited to: Aboriginal Long-Term Athlete Development, BC Games, BC School Dragon Boat Championships, CanoeKids on the Road and Community Coach Education. The successful individual will report to the Executive Director.

B.C. is home to thousands of lakes and rivers and diverse flora, fauna and wildlife. And with year-round paddling opportunities in beautiful, natural settings, British Columbia is a paddler's paradise.

Key Responsibility Areas

- Aboriginal Long-Term Athlete Development
 - Oversee the delivery of ALTAD programs including school and community delivery, training camps and provincial championships
 - Work with ISPARC to develop and implement a NAIG Team selection and preparation plan.
- BC Summer Games
 - Ensure zone teams are led by qualified coaches and that there is maximum participation from each zone
 - Oversee the sport specific logistics for the event
- BC Big Boat Championships
 - Recruit and oversee the initiation and delivery of a Big Boat Championships (War Canoe and Dragon Boat)
- CanoeKids
 - Facilitate opportunities for provincial program delivery
 - Facilitate support and mentorship for those delivering programs in our member clubs
- Community Coach Education
 - Deliver CanoeKids Community Initiation courses as requested across the province
- Oversee the care and maintenance of provincial development program equipment
- Ensure all reporting data and information is collected, evaluated and submitted on time
- General Administration duties related to the position
- Other programming duties as assigned

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Canoe Kayak BC, Suite 2003B, 3713 Kensington Avenue, Burnaby, BC V5B 0A7 www.canoekayakbc.ca



Qualifications & Experience

- Sport and Event management experience
- Excellent communication skills – verbal and written
- Public Speaking training and experience is an asset
- Must be able to work efficiently, independently and be able to multi-task
- Must have physical ability and strength to meet job requirements which includes moving and lifting heavy objects
- Must be available to work flexible hours including evenings and weekends
- Have a criminal record check
- Must have an outgoing personality and ability to network
- Knowledge and experience working in the sport system is an asset
- Working with youth is an asset
- Independent worker with excellent communication skills (written, verbal, electronic)
- Strong computer skills (Microsoft Office Suite) and ability to navigate around content data management systems
- Certified Learning Facilitator for CanoeKids course delivery
- Class 4 drivers license is an asset. Trailer towing experience is a MUST.
- First Aid training

Start Date – flexible

Compensation is commensurate with experience.

Application Information

- **Submit a resume with cover letter** to, Canoe Kayak BC, Suite 2003B – 3713 Kensington Avenue, Burnaby, BC V5B 3B8 or email: info@canoekayakbc.ca.
- Application **deadline is October 17, 2017**. We thank all applicants for their interest. Only those candidates selected to interview will be contacted.

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