



# Pemberton Canoe Association

## Position: Head Coach - Flat water

**Status:** Full time position from May 1—August 31, 2018 (average 35 hours per week)

**Salary:** \$3350/month

The Pemberton Canoe Association is seeking a head coach for the club's sprint flat water program. The club has approximately 150 members and runs training programs for dragon boat, flat water, and outrigger canoe, as well as various camps during the summer. The flat water program currently has about fifteen paddlers ranging in age from ~10-18 years old.

The club runs most of its program on One Mile Lake, situated just outside of the town of Pemberton in a picturesque mountain valley that offers world-class recreation opportunities, including some of the best mountain biking, hiking and trail riding opportunities in Canada. This rural valley is surrounded by pristine wilderness, myriad alpine lakes, and plentiful wildlife. And yet, it is only 20 minutes away from the exciting nightlife and amenities of Whistler, the famous mountain resort. Vancouver, Vancouver Island and the Sunshine Coast are all only a few hours away.

The club has a permanent boat house located at One Mile Lake and owns multiple dragon boats, outrigger canoes, sprint kayaks, sprint canoes and other boats.

## Job Summary:

As head coach, the successful applicant will lead training sessions for both beginner and advanced paddlers, and will accompany these paddlers to regattas at various locations around the province throughout the summer. The head coach will also assist the club's Board with the running of the club's other paddling programs. Primarily, this will be to supervise and support the camp coordinators hired for the club's summer camp programs, and to participate directly in some programs as required. Finally, this person will ensure that the club's policies regarding fair play and equity are fully respected and will be expected to promote fun, supportive, and well-organized programs in a safe environment.

## Responsibilities:

- Design training programs for both beginner and advanced sprint flat water paddlers
- Lead all sprint flat water training sessions
- Complete online registration and paddler entries for spring flat water regattas
- Organize transportation of equipment to regattas
- Attend all regattas, providing on-site coordination and coaching of the team
- Maintain and repair the sprint flat water equipment
- Advertise, promote, and recruit for all Pemberton Canoe Association programs
- Supervise summer camp employees for the Canoe Kids, Regatta Ready and Adult programs, and oversee these programs.
- Assist the club's Board with other tasks such as paddler registration, execution of special events and fundraisers, and other duties as requested by the Board.
- Maintain the daily operation, safety, security, order and cleanliness of the boathouse
- Report weekly to the parents of the spring flat water paddlers and the PCA board on the progress of the sprint program

## Qualifications:

- Sprint flat water paddling experience
- Minimum Sprint Canoe/Kayak ELCC Certified
- Instructor/coaching experience
- Standard first aid with CPR Level C
- Competent swimming skills
- Effective interpersonal, organizational, and communication skills
- Ability to work with paddlers of all ages and abilities
- Cleared Criminal Records check

## Assets:

- Sprint Canoe/Kayak Competitive Development Trained
- Past experience with coaching youth sport
- Past experience with recreational program design
- Bronze Medallion, Bronze Cross, or NLS lifeguard training
- Knowledge of dragon boat and outrigger canoe paddling
- Canoe Kids and Regatta Ready Instructor course certification
- Driver's License
- Ability to utilize graphic design software to produce posters and flyers

Interested candidates are invited to submit their resume, with a cover letter, by email, **no later than February 28, 2018** to:

Karen Tomlinson

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