



Pemberton Canoe Association

Position— Head Coach—Flat water

Status: full time position from May 1—August 31, 2017 (average 35 hours per week)

Salary: \$3350/month

The Pemberton Canoe Association is situated in beautiful Pemberton, BC, just north of Whistler on the Sea to Sky Highway. The club runs most of its programs on a small lake, called One Mile Lake, near the edge of the village. The club has a boat house at the lake which stores dragon boats, outrigger canoes, sprint canoes and kayaks, and a variety of other boats. 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 a dozen paddlers.

Job Summary:

Head coach for sprint flat water program. This position will entail running training sessions for both beginner and advanced paddlers, as well as attending regattas with these paddlers at various locations around the province throughout the summer. This person will also be expected to assist the club's Board with the running of the club's other paddling programs. Primarily, this will be to support and supervise the camp coordinators hired for the club's summer camp programs. There will, however, be some work involved with some of the club's other programs. Finally, this person will need to respect the club's policies regarding fair play and equity and they are expected to help promote fun, supportive, and well organized programs in a safe environment.

Responsibilities:

- design training programs for both beginner and advanced sprint flat water paddlers
- run all training sessions and attend all regattas
- do registration and entries for regattas
- organize transportation of equipment to regattas
- 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 and Regatta Ready programs, and oversee these programs.
- assist the club's Board with other tasks which will include registration, executing special events and fundraisers, and other duties as required by the Board.
- maintain the daily operation, safety, security, order and cleanliness of the boathouse
- Report regularly 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 March 20, 2017** to:

Karen Tomlinson

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