



14411 Harris Road, Pitt Meadows, B.C. V3Y 2T2

## **POSITION – Program Coordinator**

### **Position objectives:**

- Provide professional administrative support for club programming
- Oversee daily activities of Program Leader and Assistant
- Promote a fun, supportive and well organized program in a safe environment
- Support teambuilding and fair play
- Encourage all participants to achieve

### **Skills, knowledge and experience:**

- CanoeKids National Coaching Certification or higher
- Standard First Aid with CPR Level C
- Competent swimming skills - Bronze Medallion an asset
- Pleasure Craft Operators Certification
- Effective interpersonal, organizational and communication skills
- Ability to work as a team player
- Goal oriented
- Previous experience with adaptive programs is an asset

### **Expectations:**

- To actively promote PMPC in the local schools and community programs with the intent of recruiting potential members
- To follow up, book and staff, school and community group enquiries
- To work cooperatively with all of the staff and Board members
- As a lead coaching team member you will be responsible for overseeing the daily operation, safety, security and cleanliness of the canoe club and equipment
- To mentor volunteer and junior coaches
- To create and deliver a fun and safe program for all club members
- To assist in the execution of special events and/or fundraisers
- To respect the club's policies regarding fair play and equity
- To offer the club constructive feedback on various areas of administration as related to program delivery
- Other duties as required by the Board and/or Staff

**Salary:** \$14.50 per hour 40 hours per week

**Date:** April 17, 2017 – August 26, 2017

**Application Deadline:** May 30, 2017 or when position is filled.

**Apply to:** [treasurer.pmpc@gmail.com](mailto:treasurer.pmpc@gmail.com) or to [info@pmpc.ca](mailto:info@pmpc.ca)

Please submit resume and cover letter.

Funding for this position is dependent on the receipt of a Summer Jobs Grant. Applicants must be full time students returning to school in September.