



Pitt Meadows Paddling Club

Head Coach Position

The responsibilities of the Head Coach are to coach, manage and assist in the paddling programs offered by the Pitt Meadows Paddling Club.

General Responsibilities and Expectations of Head Coach:

- Be a positive role model and an enthusiastic supporter of the athletes in your care
- Assist in development of and adhere to the Pitt Meadows Club policies
- Assist in the running of all paddling events hosted by Pitt Meadows Paddling Club
- Ensure compliance with club safety and Code of Conduct
- Report directly to the Commodore of PMPC
- Complete a season-end program review
- Be familiar with and implement Canoe Kayak Canada's (CKC) Long Term Athlete Development and Canada Sport 4 Life principles
- Work with the Board to develop and achieve long-term goals of the Club; to provide new ideas to assist in community integration and fundraising; and to help develop a vision for PMPC.
- Follow CKC and PMPC policies on the cancellation of practices because of inclement weather or unsafe conditions; inform designated Board member and ensure timely notice is given to the athletes and/or their parents
- Collaborate with PMPC Board, CKBC, Canoe Kayak Canada to foster membership growth, to motivate and prepare individual athletes and teams, and to increase the number of British Columbians attaining podium performances at the national and international level
- Attendance and National and Provincial events when the Board deems coaching is required. Reasonable travel expenses would be paid.
- Always be punctual, reliable and well prepared: a professional approach to coaching is expected.

Coaching Responsibilities:

- Manage PMPC programs with responsibility for scheduling, staffing, content and quality (in collaboration and with the support of the Board)
- Attend and coach at all designated coaching sessions
- Design and implement age-appropriate yearly training plan (YTP), individual on water practices and dry land training (accepting to coach all levels of athletes)

- Work with athletes and assistant coaches to complete goal setting, individual assessments and review for each competitive athlete
- Use video and current technology to analyze and evaluate athletes' performances and effectively modify performances. Support the multi-dimensional athlete – proper preparation, nutrition, mental training, time management and physical training
- Attend regattas, selection events, Provincial and National
- Register athletes in regattas and communicate clearly with families.

Coach Development Responsibilities:

- Select, and with the support of the Board, hire assistance Summer Camp Coaches
- Supervise, mentor and train Summer Camp Coaches and Program Coordinator to ensure they progress and develop as coaches and that the paddling programs run smoothly
- Assist coaching staff with personal yearly goal setting and support to achieve their goals
- Continuously learn and enhance coaching knowledge

Other Programs

- In collaboration with the Board, assist with the implementation of a Master's, Kayak Fit, Public sessions and other programs including the selection of coaches, and assisting them in creating and delivering appropriate, fun and safe programs for all levels of paddlers
- Assist with the recruitment of participants

Specific Objectives for 2019/20

- Develop and expand programs and strategies (eg. PaddleALL) to integrate and include athletes in the program and to retain current athletes of all ages
- Grow athlete participation in Youth group, Kayak Fit and SUP and make recommendations for other programs
- Collaborate on strategic plan document update
- Recommend and implement administrative efficiencies

Program Administration Role and Responsibilities (Roughly 10 hr/week)

- Design Year Program
 - Summer
 - School, Community, Corporate
 - Dragon Boat School Challenge for Club Regatta
 - Summer Camp
 - Fall
 - Winter
 - Spring
- Scheduling Bookings and staffing
- Paperwork- confirmation or bookings, # of participants, CKBC Registration forms completed, invoice preparation
- Ensure time sheets are accurate and submitted in a timely manner

Communication

- Timely, clear and concise communication to club members, athletes and families
- Ensure practice schedule is sent out and questions are responded to

Marketing

- Work with Board for Advertising
- Organize and manage club events for community profile, including Earth Day, Pitt Meadows Day, Maple Ridge Day, Annual Open House, CKBC events and any other events that may arise through the year.

Other Duties may include

Monitor boat storage
Monitor equipment and gear
Maintain all equipment or report maintenance issues
Track inventory

To apply for this position, please respond to info@pmpc.ca with resume and cover letter. Position is dependent on Canada Summer Jobs funding.