

Job Descriptions

Camp Coordinator

Job Description:

The Camp Coordinator is the Team Leader for the Sprint Canoe/Kayak Youth Camp Program, and works collaboratively with other Leadership Team members to provide a fun and safe camp experience for youth 8-14 years old. While the Camp Coordinator is not chiefly responsible for coaching, there will be some sprint paddling coaching expected.

Responsibilities:

The Camp Coordinator will be actively involved in all aspects of camp, and will be responsible for:

- Ensuring safety is the top priority for all activities, and completing and posting the camp's Emergency Action Plan.
- Communicating with the PCKC Board contact regarding equipment and materials, staffing, and other needs
- Communicating with parents/caregivers regarding daily activities, and plans for the following day.
- Maintaining attendance records and keeping emergency contact information for each camper readily available to the Leadership Team
- Working collaboratively with Leadership Team members and Club volunteers
- Draft the daily and weekly programming, with input from Leadership Team members
- Ensure all materials and equipment needed for activities are ready and available.
- Assigning Leadership Team members to specific roles for each activity
- Establishing a back-up plan in case of unexpected incidents
- Ensuring incidents are properly addressed in the moment, and subsequently reported by all Leadership Team members, as per Club practice. The Board will be notified of any serious incidents at the earliest safe opportunity.
- Basic Sprint Canoe/Kayak coaching, whether or not a designated Coach is present. (All Leadership Team members are expected to provide some coaching assistance while on the water). This may include driving the safety boat (and rescuing tipped paddlers) or paddling alongside campers, offering technical advice and encouragement)
- Participating in mentorship of Leaders-In-Training, to help them learn leadership skills, technical paddling skills, and how to provide specific support to new paddlers and campers.
- Following Safe Sport Policy at all times, including the 'Rule of Two'

Prior to the start of employment, the Camp Coordinator must have:

- a valid Driver's License

- clean Criminal Record Check (if 18 years or older)
- current First Aid/CPR
- Pleasure Craft Operator Card
- completed Safe Sport Training Modules (access provided upon hiring)

Optional:

- Prior experience in a leadership role involving children is a strong asset.
- Canoe Kids Certification is preferred, but not essential – PCKC will refund the Camp Coordinator’s registration fee, upon successful completion of the course.
- Sprint paddling experience is preferred, but not essential. Candidate must be comfortable on/in the water and willing to learn sprint canoe/kayak technique.

Coach

Job Description:

The Coach is an integral member of our Leadership Team, and works collaboratively with other Leadership Team members to provide a fun and safe paddling experience for campers (youth 8-14 years old), Special Olympians, and Adults. The Coach is responsible for setting plans for on-water training, and planning roles with other Team Members, to best meet the training needs of paddling groups. There will be some sprint paddling coaching expected from all Leadership Team members, but the Coach will take the lead, on the water.

Responsibilities:

The Coach for Youth Camps will be actively involved in all aspects of camp, and may be asked to assist with Special Olympic programs and Adult Programs.

Likewise, Coaches hired for the Special Olympic and Adult Programs may be asked to assist with camp programs, when additional staff are required.

Regattas are a key component of Club participation, and Coaches may be asked to attend one or more regattas, to provide supervision and assistance to competitors. This may include transporting equipment by trailer (if appropriate); travel expenses and overnight accommodations (when needed) will be reimbursed.

Coaches will be responsible for:

- Ensuring safety is the top priority for all activities
- Communicating clearly and effectively with Leadership Team Members regarding Daily Practice Plans, and equipment/crew selection
- Providing technical support to other Leadership Team members, to enable them to assist paddlers with technique

- Planning effective and progressive practice sessions, to ensure that athletes are developing age-appropriate technical skill, speed, and endurance.
- Sprint Canoe/Kayak coaching. (All Leadership Team members are expected to provide some coaching assistance while on the water). This may include driving the safety boat (and rescuing tipped paddlers) or paddling alongside campers, offering technical advice and encouragement)
- Working collaboratively with Leadership Team members and Club Volunteers, to produce safe, fun, and efficient training sessions
- Occasional video recording for technique analysis to provide meaningful feedback
- Providing input to Camp Coordinator (if applicable), and other Leadership Team members, regarding daily practice plans, so they can shift roles, if there is an on-water incident
- Maintaining attendance records and ensuring quick access to emergency contact information for each paddler
- Maintaining records for competitive paddlers – such as time trial speeds, skills worked on, and needing more work, and race results
- Ensuring incidents are properly addressed in the moment, and subsequently reported by all Leadership Team members, as per Club practice. The Board contact will be notified of any serious incidents at the earliest safe opportunity.
- Participating in mentorship of Leaders-In-Training, to help them learn leadership skills, technical paddling skills, and how to provide specific support to new paddlers and campers.
- Following Safe Sport Policy at all times, including the ‘Rule of Two’

Prior to the start of employment, Coaches must have:

- a valid Driver’s License
- clean Criminal Record Check (if 18 years or older)
- current First Aid/CPR
- Pleasure Craft Operator Card
- completed Safe Sport Training Modules (access provided upon hiring)
- Canoe Kids Certification (if not already completed, PCKC will refund the Coach’s registration fee, upon successful completion of the course)

Optional:

- All coaching experience is considered an asset, but preference will be given to applicants with Sprint Canoe/Kayak experience.
- Entry Level Competitive Coach Certification (ELCC) preferred, but not essential. (if not already completed, PCKC will refund the Coach’s registration fee, upon successful completion of the course)
- Dragon Boat Canada Level 1 Coaching certification is considered a strong asset, as is the DBC Steering Certification

Camp Counsellor/Leader

Job Description:

The Camp Counsellors and Leaders are key members of the Leadership Team for the Sprint Canoe/Kayak Youth Camp Program and work collaboratively with other Leadership Team members to provide a fun and safe experience for all participants. Camp Counsellors typically have prior experience in camp leadership, while Camp Leaders are relatively new to camp leadership roles. Counsellors and Leaders are responsible for actively supporting and participating in on and off-water activities and providing supervision and basic technical skill instruction to camp participants.

Responsibilities:

Camp Counsellors and Leaders will be actively involved in all aspects of camp, and will be responsible for:

- Ensuring safety is the top priority for all activities
- Communicating with the Camp Coordinator and Coaches regarding equipment and materials, staffing, and other needs
- Communicating with parents/caregivers regarding daily activities, and plans for the following day.
- Maintaining attendance records and keeping emergency contact information for each camper readily available
- Working collaboratively with Leadership Team members and Club volunteers
- Staying apprised of daily and weekly programming, and related responsibilities, through communication with other Leadership Team members
- Following appropriate back-up plan in case of unexpected incidents
- Ensuring incidents are properly addressed in the moment, and subsequently reported to Camp Coordinator and/or Coach, as per Club practice. The Board contact will be notified of any serious incidents at the earliest safe opportunity.
- Basic Sprint Canoe/Kayak coaching, whether or not a designated Coach is present. (All Leadership Team members are expected to provide some coaching assistance while on the water). This may include driving the safety boat (and rescuing tipped paddlers) or paddling alongside campers, offering technical advice and encouragement)
- Participating in mentorship of Leaders-In-Training, to help them learn leadership skills, technical paddling skills, and how to provide specific support to new paddlers and campers.
- Following Safe Sport Policy at all times, including the 'Rule of Two'

Prior to the start of employment, the Camp Counsellors and Leaders must have:

- clean Criminal Record Check (if 18 years or older)

- current First Aid/CPR
- Pleasure Craft Operator Card
- completed Safe Sport Training Modules (access provided upon hiring)

Optional:

- Canoe Kids Certification is preferred, but not essential – PCKC will refund the registration fee, upon successful completion of the course.
- Sprint paddling experience is preferred, but not essential. Candidates must be comfortable on/in the water and willing to learn sprint canoe/kayak technique.

To Apply:

Send resume and cover letter outlining applicable experience and qualifications to info@pckc.ca (attention: Peg Smith, Board Secretary)

Please indicate desired position(s) in subject line.

Application deadline is **February 28**. Qualified applications submitted after that date will be kept on file, for future consideration.

Interviews will begin in March.