



# JOB POSTING

## Program Lead - Flatwater

### Essential Qualifications/ Experience:

- Understanding and experience with sprint canoe/kayak
- Hands on experience with children's programs/summer camps or in coaching, teaching, instructing children ages 6 to 14 years old
- Excellent telephone, email, and interpersonal communication skills
- Outgoing “people person” who is passionate about what they do, and demonstrates excellent customer service skills
- First aid, CPR-C and AED certified\*
- Must have a vulnerable sector check\*; Respect in Sport for Activity Leaders Training\* or Coaching Association of Canada Safe Sport Training
- Must be eligible to work in Canada
- Pleasure craft operators card\*
- Coaching Association of Canada Coaching in Community Sport Trained for Sprint Canoe Kayak\*

***\*these certifications are NOT required at the time of application or interview, but must be acquired prior to starting the job.***

### Assets:

- self-motivated, highly organized, and detail oriented with the ability to work quickly and accurately
- Strong interpersonal, written, and oral skills
- Ability to work well in a team and independently

### Competencies:

- Passionate and collaborative – participates and represents the company brand proudly
- Work ethic – self-motivated, works continuously towards successful outcomes
- Responsible - takes initiative and takes charge of situations
- Organizer and planner – plan, organizes, schedules, and budgets efficiently and productively
- Flexibility/adaptability – adjusts quickly to changing situations; copes effectively with complexity and change; able to work occasional evening and weekends
- Team Player - has excellent verbal communication and collaboration skills and can work with all levels and functional areas of an organization
- Fun – understands the importance of team bonding and creates an open and social workspace
- Problem Solving/Decision Making- needs to be able to identify and implement solutions effectively on the go

### Roles and Responsibilities

Manage and coordinate our flatwater canoe/kayak programs.

This includes:

- Youth Development Program (9:00am-1:00pm Monday to Friday)
- Masters Program (Monday/Wednesday evening & Friday morning)
- Weekend Regional/Provincial Regattas - dates TBD

### Safety:

- Promote and encourage sport in a fun and safe manner
- Abide by all of the Club rules and policies and work to maximize adherence among Club paddlers

- Abide by and enforce the Canoe Kayak Canada, Canoe Kayak Ontario-Sprint, and Peterborough Canoe & Kayak Club Codes of Safety and Canoe Kayak Canada's Safe Sport Policy Manual
- Report any safety issues to the Board of Directors in a timely manner

Professional Development:

- Attend professional development opportunities during the year to improve skills

Salary:

- Compensation range is \$6,000 - \$14,000 for summer (negotiable based on qualifications and experience)

Deadline for application: February 28, 2022

Please submit cover letter and resume by email to:

Darren Mossman  
Peterborough Canoe & Kayak Club  
Head Coach  
info@pckc.ca