

NANAIMO CANOE & KAYAK CLUB ~ 2025 JOB POSTING

Coordinator/Leader – Special Events and Community Outreach (1)

The Nanaimo Canoe & Kayak Club (NCKC) offer's diverse programming for people of all ages and abilities in the mid-Island region. Recreational and competitive paddle sports are taught in a fun, safe, and stimulating environment. The aim is to develop confidence on & off the water, all while benefiting the individual's social, physical, and emotional wellbeing. With a focus on water safety, teamwork, fundamental movements, and active healthy living, NCKC provides fun, fitness, friendship, and sport skill development in addition to an opportunity to participate in organized sport.



The NCKC Special Event and Outreach Coordinator is an enthusiastic youth aged 18-30yrs who is organized and has an interest in relationship building and community development. They have basic skills in leadership, communication, customer service, community knowledge, collaboration, program planning, and networking and are knowledgeable about raising awareness for the Club. As a vital part of the NCKC Leadership Team, the Special Events and Community Outreach Coordinator is a positive role model and successfully leads programs that work to achieve NCKC's motto of "Building Paddlers for Life" while working closely with the Board of Directors and other Club staff.

COORDINATOR & COACH – SPECIAL EVENTS AND COMMUNITY OUTREACH

Start-End Date:	April 21 – July 1 (may lead to a full season/year-round position)
Year Round:	10 weeks @ 40 hours per week (Spring)
Rate of Pay:	\$28 (based on experience, training, and education)
Time:	Weekdays, Evenings and Weekends

Qualifications and/or Related Experience (training provided to the right candidate):

- Certified in Standard First Aid with CPR C & competent swimmer with water safety knowledge
- Hold a Pleasure Craft Operators Card
- Certified NCCP Community Coach/ Entry Level Competitive Coach, & Making Ethical Decisions
- Previously employed as a Camp Leader, Child and Youth Care worker, Recreation Leader, Sports Coach, or Instructor/Teacher
- Proven supervisory and/or mentorship experience
- Ability to work with a diverse group of people and delegate tasks to volunteers
- Experienced with planning, hosting, and promotion of special events
- Knowledgeable about Social media platforms and their use
- Studies in Physical Education, Child & Youth Care, Recreation/Sport Management, & Education

Please submit resumes and cover letters to commodore@nckc.ca by 4pm on Sunday, April 6, 2025. NCKC takes pride in providing services to people of all ages and abilities in the community. As such, its inclusive programming seeks a diverse Leadership Team. If you are a person with Indigenous background, a person with a disability, a person of a visible minority, or a person in the LGBTQ community, NCKC would like to hear from you! **** Funding for this position may be received by the Canada Summer Job Grant.** ~ For more information, visit www.nckc.ca.

Special Events and Community Outreach Coordinator duties, responsibilities and expectations include:

- Provide a welcoming and inclusive environment by celebrating the diversity of people in our community and adapting to their needs for safe and enjoyable participation in canoe-kayak.
- Oversee the daily operation, safety, security, and cleanliness of the NCKC equipment and site.
- Demonstrate and role model leadership, initiative, enthusiasm, and a positive attitude while actively engaging with participants and volunteers in NCKC activities.
- Explain safety rules and codes of conduct to those involved in programs and calmly enforce them to ensure a safe, fun environment for all. Exercise strict risk management onsite always.
- Respect NCKC's policies and procedures, along with its policy's around fair play, equity, and CanoeKayak Canada's Safe Sport Policy.
- Provide friendly, efficient, and knowledgeable customer service using various communication methods professionally via email, in-person, phone, or online meeting platforms.
- Assist with recruitment into Club programs and membership by providing timely information to those interested.
- Volunteer recruitment, onboarding/training, and supervision at special events.
- Connect with community organizations to better understand their unique needs, share, and promote NCKC offerings, and create a program or session collaboratively that best suits their interests.
- Continue to work with current partnerships by learning what is working well and addressing areas of improvement to plan on water sessions with them this season.
- Liaise with the community groups hosting special events where NCKC has a role as interactive booth (see below) to promote NCKC's activities to the community. Determine and organize the event details, logistics, and requirements for the day. (PacificSport's Active for Life Expo, Mid-Island Metis Nations Indigenous People's Day, City of Nanaimo's Canada Day Celebration, etc).
- Ensure that all special events and outreach activities are sanctioned by CanoeKayakBC through submitting documentation.
- Assist with special event permit applications with Nanaimo Parks, Recreation and Culture Department and any other permits (i.e. Health Permit with Island Health or Gaming Permit for fundraising) are completed beforehand.
- Initiate communications through promotion and marketing with draft press releases (print and radio), social media posts, and newsletter to membership to be approved first by the board.
- Development of a detailed list of equipment and resources required for each special event.
- Responsible for program planning, promotion, co-ordination, and liaising with the NCKC board of directors for school presentations and field trips, spring youth big boats program, recreational member drop-in sessions, learn to paddle programs, introductory Splash Clinics, and successful summer camp planning.
- Create promotional materials, interactive booth ideas, and giveaways for community outreach events to market NCKC to the public and tourism industry.
- Develop, promote, and implement fun and safe programs and special events for all people, while taking into consideration their age, ability, skill level and developmental age.
- Plan, promote, execute, and report on special events and fundraisers hosted by NCKC in accordance with the values and missions of the Club.
- Design, plan, and prepare promotional materials and content for the following NCKC activities and special events that are planned for 2024: BC Games Selection Trials, Rally to Race on VI, Public Open Houses, Voyageur Canoe Challenge, National Lifejacket Day (May 17), Canadian Safe Boating Council's

Safe Boating Week (May 18-24), and Lifesaving Society's National Drowning Prevention Week (July 16-22) to educate community members and local students on boating and water safety with a focus on drowning prevention.

-Practice leave no trace principles and educate participants and volunteers about the natural area around them.

-other duties as required by the Board of Directors.

ABOUT THE NANAIMO CANOE & KAYAK CLUB:

The Nanaimo Canoe & Kayak Club (NCKC) is a community based not-for-profit amateur sport organization located in Loudon Park on Long Lake in Nanaimo, BC. It provides entry-level to high performance canoe/kayak training to people of all ages and skills levels within the Central Vancouver Island region.

NCKC Mission: We believe that recreational and competitive sports are healthy ways of building mature and responsible citizens, developing leadership skills, providing social interaction, and promoting full participation in society.

NCKC Purpose: Our purpose is to provide structured programs, which offer leadership and encouragement in the development of physical and social skills, with the goal of participating in organized competition, as well as providing access to recreational paddling opportunities for people of all ages and skill levels.

NCKC Objective: To participate in Canoe Kayak Canada (CKC) and CanoeKayak BC (CKBC) activities and to promote and develop all forms of paddle sports, both competitive and recreational. To organize and sponsor competitions, regattas, and social opportunities consistent with involvement in flatwater canoeing and kayaking. To instill in our members the values inherent in good sportsmanship and good citizenship and to develop mature and positive self-esteem.