

## **NANAIMO CANOE & KAYAK CLUB ~ 2025 JOB POSTING**

### **Coordinator/ Coach – Summer Sport and Recreation Programming (2)**

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.



**NCKC is looking for a youth 15-30yrs to coordinate and administer its' various programs throughout the year and to oversee the youth summer program staff, while providing leadership and quality program delivery. The ideal candidate demonstrates good organization & planning skills, leadership, effective interpersonal communication, initiative, positive attitude, and a passion for outdoor recreation and water sports. As a vital part of the NCKC Leadership Team, the Club Program Coordinator & Coach 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 & LEADER – SUMMER SPORT AND RECREATION PROGRAMMING**

Start-End Date:	June 15 – August 24 (may lead to a year-round position)
Year Round:	10 weeks @ 40 hours per week (Summer)
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](mailto: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](http://www.nckc.ca).

### **Club Program Coordinator & Coach duties, responsibilities and expectations include:**

- demonstrating leadership, initiative, enthusiasm, and a positive attitude, respecting fair play, equity, and safety for group bookings & summer programs,
  - overseeing the daily operation, safety, security, and cleanliness of the Club and equipment,
  - adhering to NCKC & Safe Sport policies and procedures and NCKC Health and Safety practices.
  - providing a safe and engaging environment by enforcing Club rules for safety and fun,
  - attending and participating fully in all training and work-related opportunities,
  - teaching and coaching the fundamental sport skills appropriate to the age and stage of paddlers,
  - developing lesson plans to create a fun, diverse training environment for the youth sprint team,
  - promoting, scheduling, and delivering school field trip program, community group sessions, members drop-in program,
  - performing administrative tasks (weekly, registrations, monthly reports related to programming, practices, staffing, incidents, etc.),
  - promoting the Club & its programs, and recruiting participants into Club member programs,
  - supervising and providing mentorship to summer youth staff while communicating effectively with co-workers, participants, parents, the public, and the Board,
  - redirecting unsafe behaviours or actions and reporting any unsafe situations to the Board of Directors,
  - recruiting and managing volunteers for special events and regattas,
  - recruitment, planning, training, and leadership for the Youth Sprint Racing Team,
  - traveling to regattas to accompany and provide support to the youth sprint team,
  - assisting with first aid situations,
  - other duties as required by the Board of Directors.
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### **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.