

NANAIMO CANOE & KAYAK CLUB ~ 2026 JOB POSTING

Attendant – Sport and Recreation (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.



NCKC is looking for a youth 15-30yrs who is welcoming, helpful, knowledgeable, and inclusive of all users' needs. The Attendant will ensure that the site and equipment are well maintained and in good working condition, while providing an engaging and supportive environment. In this role, the candidate assists participants during drop-in/group paddling sessions with instruction, launching boats, assisting with entries, exiting their boats, providing safety supervision on the water, and returning the equipment at the end of the session. The Attendant maintains attendance for sessions, communicates effectively, and can provide support to the NCKC Special Events and Outreach Coordinator with logistics and equipment needs. The Attendant demonstrates initiative, positive attitude, and a passion for outdoor recreation and water sports. As a vital part of the NCKC Leadership Team, the Attendant is a positive role model and successfully offers a welcoming, safe, and inclusive environment for everyone to enjoy paddle sports, working to achieve NCKC's motto of "Building Paddlers for Life" while working closely with the Board of Directors and other Club staff.

ATTENDANT – SPORT AND RECREATION

Start-End Date:	May – end of June (may lead to a full season/year-round position)
Year Round:	8 weeks @ 35 hours per week (Spring)
Rate of Pay:	\$24-26 (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
- 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
- Ability to work with a diverse group of people and delegate tasks to volunteers
- Studies in Physical Education, Child & Youth Care, Recreation/Sport Management, & Education

Please submit resumes and cover letters to commodore@nckc.ca by 11:59pm on Sunday, April 26 2026. 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 is received by the Canada Summer Job Grant.** ~ For more information, visit www.nckc.ca.

Attendant's duties, responsibilities and expectations include:

- Attend to the public and new participants with friendly and efficient communication. Answer questions to the best of your ability and seek out additional information if necessary.
- Be physically fit and capable of lifting and carrying canoes, kayaks, and other equipment as required.
- Supervise participants attending drop-in sessions and keep track of daily attendance.
- Complete a site inspection at the start of the shift and identify any hazards.
- Perform any minor first aid treatments for Club participants and members when necessary and know when to call EMS for major emergencies.
- Advise participants of the best equipment suitable for their needs and abilities to ensure successful participation.
- Assist with compiling a survey to be completed by participants to learn about successes and opportunities for improvement at site, programming, and staffing.
- Brainstorm additional organizations and user groups that the NCKC could serve in the community.
- Oversee and assist with the maintenance of Club equipment and routine cleaning to ensure its longevity and safe operation.
- File reports when necessary for incident/accidents, equipment damage, etc.
- Oversee the NCKC's policies and procedures, CanoeKayak Canada's Safety Plan, and Respect in Sport.
- Assist with the planning of activities for participants on a daily basis.
- Manage inventory and registration forms as they come in.
- Resolve customer complaints or concerns in a timely manner and ensure that the Board is made aware of the situation.
- Provide on water assistance during paddling sessions by teaching the fundamental skills and demonstrating competence in a variety of canoes and kayaks.

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.