

NANAIMO CANOE & KAYAK CLUB ~ 2026 JOB POSTING

Coordinator & Coach – 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:	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:	\$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 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.

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

- Foster an inclusive, welcoming environment that celebrates community diversity and supports safe, enjoyable participation in canoe-kayak.
- Manage daily site operations, ensuring safety, security, cleanliness, and proper use of NCKC equipment.
- Model positive leadership, enthusiasm, and engagement with participants and volunteers.
- Clearly explain and calmly enforce safety rules, codes of conduct, and risk-management practices.
- Follow all NCKC policies, including fair play, equity, and CanoeKayak Canada's Safe Sport Policy.
- Provide professional, friendly customer service via email, phone, in-person, and online.
- Support recruitment into programs and membership by sharing timely, accurate information.
- Recruit, train, and supervise volunteers for special events.
- Build relationships with community organizations to understand their needs and co-create suitable programs.
- Maintain and strengthen existing partnerships by identifying successes and areas for improvement.
- Coordinate NCKC's involvement in community events, including logistics, planning, and activation.
- Ensure all outreach events are sanctioned by CanoeKayakBC and required permits are completed.
- Draft promotional materials (press releases, social media, newsletters) for board approval.
- Prepare equipment/resource lists for each special event.
- Plan, promote, and coordinate NCKC programs (school presentations, youth programs, drop-ins, learn-to-paddle, Splash Clinics, summer camps).
- Create promotional materials, booth activities, and giveaways for outreach and tourism engagement.
- Develop and deliver safe, fun programs and events for all ages and abilities.
- Plan, execute, and report on NCKC-hosted special events and fundraisers.
- Produce promotional content for 2026 events (BC Games Trials, Rally to Race, Open Houses).
- Practice and teach Leave No Trace principles.
- Perform additional duties as assigned by the Board.

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.