



EXECUTIVE DIRECTOR

Flatwater North Sprint Club (FN)

Whitehorse, YT Temporary

Compensation: Depends on experience

Duration: March 1- August 19 2022, with the potential of part-time work after summer.

Intended audience: Anyone who can legally work in Canada can apply for this job.

Job Summary

The ED oversees recreational paddling programs including managing staff, organizing local events, guiding athletes toward competition and helps build a positive culture of personal excellence at the club.

Duties and Responsibilities

- Manage coaching staff
- Manage Programming (registrations, communications, emails)
- Help with funding applications
- Make day plans to enable substitute coaches to easily assume leadership
- Ensure safety and well-being of all participants, including implementation of COVID protocols;
- Follow, implement and enforce all club rules and policies;
- Recruit participants at local schools, sports fairs, etc;
- Promote the sport through open house events, sport fairs, parades, etc.;
- Promote the sport to local First Nations communities;
- Act as primary liaison for parents and public;
- Ensure ongoing minor equipment maintenance, and make recommendations to the Board for major maintenance and new equipment requirements;
- Support Head Coach with coordination of boat loading, transport, unloading for regattas or community events;
- Prepare a monthly coach report to the Board of Directors;
- Prepare end of season/end of program review and present to the Board;
- Participate in strategic and long-term planning with the Board of Directors;
- Attend board meetings upon request of the Board;
- Manage programs within the approved budget.

Required Qualifications and Skills

- Management Experience
- Experience in paddling (canoe, kayak, SUP or dragon boat)
- Standard First Aid and CPR certification;
- Clear Criminal Records Check and Vulnerable Sector Check;
- Sound leadership, communication and organizational skills;
- Ability to adapt to changes in daily plans quickly;
- Excellent character, integrity and flexibility;
- The desire and ability to work as part of a team;
- Own reliable transportation and Class 5 drivers license.

For questions or to apply: Call Dan Girouard at 867-334-8121 or send resumé and cover letter at president@flatwaternorth.ca

Application Deadline: Feb 27th, 2022