



## RECREATION COORDINATOR

Flatwater North is Whitehorse's sprint canoe kayak club situated on the shores of the pristine Schwatka Lake, just 3 km from downtown Whitehorse. Since its beginning in 2013, the club has grown rapidly and steadily, creating a great community of young paddlers.

Flatwater North is seeking a mature, skilled, enthusiastic and self-motivated Recreation Coordinator to oversee the running of the club programs and manage staff with the help of the Executive Director. Our recreation program coaches, who will be teaching our youth using the FUNdamental stages of CKC's Long-Term Athlete Development framework will need support and supervision. The main focus for this position would be to oversee the CanoeKids program staff and other recreational programs, and to organize local events to encourage youth and their parents to have fun while paddling. We hope that this person will also help guide our athletes towards the competitive stream (Regatta Ready) and help us build a positive culture of personal excellence at the club.

**Location:** Whitehorse, Yukon

**Contract Dates:** May 1st, 2023 – August 18, 2023 (Full time, with potential for extension with reduced hours)

**Wage:** \$25-30/hour depending on experience and qualifications

### Qualifications

- Experience with managing staff and coordinating programs
- Experience with dealing with parents and general public
- Experience with managing website and registration systems
- Standard first aid and CPR certification;
- Clear Criminal Records Check and Vulnerable Sector Check;
- Any paddling sports certificate (canoe, kayak, SUP, dragon boat)

### Skills Required

- Experience working with web based programs and emails
- Previous paddling experience;
- Be physically fit and able to lift 80 pounds;
- 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;
- Enthusiasm, sense of humor, patience and self-control;
- Own reliable transportation to and from the lake.

## Responsibilities

The Executive Director/Recreation Coordinator will:

- Ensure the safety and well-being of all participants;
- Follow and ensure implementation and enforce all club rules and policies;
- Ensure a safe and clean environment for all participants;
- Present a monthly report to the Board of Directors;
- Promote the sport through open house events, sport fairs, parades, etc.;
- 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;
- Complete an 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;
- Work within the approved budget.

Coaching/support staff

- Oversee all aspects of training, scheduling, evaluation and organization of coaches;
- Oversee and manage all staff with E.D.;
- Set a daily routine for recreational staff;
- Communicate effectively and in a positive manner with co-workers, parents and club participants;
- Help recruit CanoeKids athletes to join Regatta Ready programs;
- Support CanoeKids coaches when needed;
- Organize school paddling programs, including bookings and manage staff;
- Coordinate events, registration and logistics for all local events;
- Manage and send coaches' timesheets to the Treasurer and Bookkeeper;
- Replace staff when needed.

Programming

- Oversee registration for programs (answer parent questions, concerns and special requests, cancellations, print and check registration forms, payments and waivers, etc.);
- Help to promote programs and events with materials (i.e. posters, ad, etc.) provided by the board's Communication Director;
- Ensure check in and check out procedure is being completed daily;
- Verify that coaches have weekly plans and that they follow them
- Ensure regular communication with Treasurer regarding camp registration fees;
- Act as primary liaison for parents and public;
- Welcome all participants and parents daily and be a model for staff;
- Note if any participant has special medical needs and communicate pertinent information to staff;
- Note if any participant has opted out of the media release and communicate this info with all staff;
- Create weekly attendance sheets and contact lists for all CanoeKids coaches.

**For questions or to apply:** Call Pierre Arbez at (204) 797-4440 or send resumé and cover letter at [info@flatwaternorth.ca](mailto:info@flatwaternorth.ca)

**Application Deadline:** March 12th, 2023