



Position: Office Manager

The Office Manager will be the primary contact for parents and the public. This is a full-time position during July and August with part-time hours available during May and June. Compensation is commensurate with qualifications and experience.

Responsibilities:

- Register participants
- Update club files
- Greet parents
- Assist with organizing NBCC regatta
- Arrange accommodation for coaches for out of town regattas
- Assist with payroll, expense reports and issuing receipts
- May be required to assist with paddle camps as required

Requirement:

- Highly organized
- Basic computer skills
- Effective communication and problem solving skills
- CPR, Standard First Aid certification
- Pleasure craft operator card
- CKC Community Coach Certification would be an asset
- Sport Management training would be an asset
- Familiarity with the sport of canoe/kayak would be an asset
- Previous clerical experience would be an asset
- Acceptable criminal background check

Application deadline: March 6th, 2020

Interested candidates can email cover letter and resume to the NBCC board of directors at jobs@northbaycanoeclub.ca .

We are an equal opportunity employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), the North Bay Canoe Club will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability-related accommodations, please inform us at the time of application. We thank all applicants for their interest; however only those selected for an interview will be contacted.



Position: Assistant Coaches

The Assistant Coaches will take direction from and report to the Head Coach. These are full-time positions during July and August with potential part-time hours available during May and June. Compensation is commensurate with qualifications and experience.

Responsibilities:

- Assist Head Coach with U10,U14 and U14 sprint programs, adult paddling and Intro to Sprint camp program
- Planning workouts
- Organize practices
- On-water and dry land coaching
- Cox War Canoe
- May be required to attend regattas

Qualifications:

- Must have sprint canoe/kayak experience
- Minimum 16 years of age
- ELCC trained, certification preferred
- Previous coaching experience
- Effective communication and problem solving skills
- CPR, Standard First Aid certification
- Pleasure craft operator card
- Acceptable criminal background check

Application deadline: March 6th, 2020

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Position: Canoe Kids Instructors

The Canoe Kids instructors will run a full day Monday to Friday camp. Start date is June 29, 2020 and end date is approximately August 21, 2020. Hours of work are dependent on program enrolment and employee performance.

Responsibilities:

- Provide positive, fun and safe environment for camp participants
- On water and on land supervision and instruction.
- Reporting to the Head Coach

Requirements:

- Must have canoe/kayak experience, preferably in Sprint racing
- Minimum 16 years of age
- CKC Community Coach Certification (ELCC would be an asset, course can be taken prior to the start of the season)
- Ability to work with young paddlers
- CPR, Standard First Aid certification
- Pleasure craft operator card
- Acceptable criminal background check

Application deadline: March 13th, 2020

Interested candidates can email cover letter and resume to the NBCC board of directors at jobs@northbaycanoecub.ca.

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Position: Adult Paddling Instructors

The adult paddling instructors will run an adult paddling program twice a week in the evenings for new and returning adults. Start date is July 6, 2020 and approximate end date is August 21, 2020. Programs are offered from 6 pm to 8 pm Tuesdays and Thursdays.

Responsibilities:

- Provide positive, fun and safe environment for adult participants
- On water and on land supervision and instruction
- Reporting to the Head Coach

Requirement:

- Must have canoe/kayak experience (sprint experience is considered an asset but not required)
- Minimum 16 years of age
- CKC Community Coach Certification (can be completed after hiring)
- Entry Level Competitive Coach (ELCC) would be preferred
- ORCKA or other certification would be considered
- Dragon boat experience would be an asset
- Strong communication skills
- Ability to work with adult paddlers
- CPR, Standard First Aid certification
- Pleasure craft operator card
- Acceptable criminal background check

Application deadline: March 13th, 2020

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