



**Title:** Head Coach  
**Reports to:** NBCC Director of Paddling  
**Status:** Full Time, Year-Round  
**Salary:** \$55,000 year, plus benefit coverage  
**Contact:** [jobs@northbaycanoecub.ca](mailto:jobs@northbaycanoecub.ca)  
**Closing Date:** September 30, 2020

**Summary:**

The North Bay Canoe Club (NBCC) is hiring a Head Coach responsible for the development and execution of all NBCC programs on full-time, year-round basis. The Head Coach will be primarily expected to coach competitive athletes directly but will also be involved with the hiring and mentoring of assistant coaches, development, communication and execution of year-round training programs and recruitment of athletes . The Head Coach will also prepare race cards for NBCC regattas, submit all regatta entries and make arrangements for off-season training camps like Florida spring training. The initial contract term for this position is 3 years, with options to renew beyond that term. Applications for this position should be sent to [jobs@northbaycanoecub.ca](mailto:jobs@northbaycanoecub.ca) on or before September 30, 2020.

**Specific Responsibilities**

- Development, monitoring and ongoing adjustment of year-round training plans, microcycles and weekly workout plans for Sprint athletes based on Canoe Kayak Canada’s (CKC) Long-Term Athlete Development model
- Direct coaching and supervision of training sessions for High Performance athletes
- Monitoring of athlete progress through periodic standardized testing, time trials and general performance, adjustment as required to meet athletes’ needs
- Working with assistant coaches to ensure goals are set and monitored for each competitive athlete and regular athlete assessments are completed.
- Attendance at least one training session per week with each assistant coach to evaluate performance and provide constructive coaching advice to foster coach development
- Determination of the regattas and trials in which NBCC athletes should participate
- Selection of athletes for regatta entries and crews based on NBCC policies and ethical standards.
- Attendance or ensuring a competent delegate attends all regatta draws and scratch meetings
- Attendance at all regattas in which High Performance athletes compete and at least one regatta for each Sprint age group in which NBCC participates every year to encourage athletes and mentor assistant coaches
- Recruitment of young athletes into the NBCC Sprint program from NBCC day camps other local sports organizations, schools
- Oversight and ongoing development of NBCC Canoe Kids, Regatta Ready day camp programs to ensure a positive experience for the campers and substantial exposure to Sprint Racing boats



- Creation and monitoring of programs for Development athletes that supports improvement of paddling technique and skills
- Ensuring all coaches follow the NCCP Code of Ethics (2016)
- Ensuring athlete and coach compliance with NBCC policies, Code of Conduct and Safety practices
- Attendance at NBCC monthly Board meetings
- Collaboration with Canoe Kayak Ontario (CKO) Sprint Coach and CKC Eastern Ontario Division (EOD) Coach to ensure alignment of NBCC programs with CKO and EOD goals and programs
- Planning, budgeting and arrangement of travel and accommodations for annual spring training camp, typically in Florida.

### **Mandatory Qualifications**

- Minimum of CKC ELCC Certification, Competition Development Trained
- Current CPR and First Aid training
- Pleasure Craft Operator License
- Minimum 2 years coaching experience with High Performance Athletes
- Valid Driver's License in good standing
- Acceptable Vulnerable Sector Police Check

### **Additional Qualifications**

- Familiarity with Canadian sprint canoe-kayak environment
- Good understanding of CKC LTAD principles
- Strong organizational skills;
- Teaching / instructional communication skills;
- Proven mentorship experience and skills;
- Strong English written and verbal communication skills;
- Fluency in both English and French considered an asset