



## JOB POSTING

<b>Job Title:</b>	<b>Assistant Head Coach</b>
<b>Reports To:</b>	Head Coach, Paddling Chair, & Commodore
<b>Status:</b>	Year-Round, Full-Time

## ABOUT MASKWA

The Maskwa Aquatic Club ([www.maskwa.ca](http://www.maskwa.ca)) is a non-profit organization dedicated to providing high performance paddling activities, as well as quality outdoor recreation, exercise and fun to Halifax and the surrounding community. For 45 years, Maskwa has been the centre of Halifax's paddling community. It has developed junior and elite-level paddlers, including 2012 Olympic bronze medalist, World Champion, and world record holder Mark de Jonge.

## SUMMARY

The **Assistant Head Coach** is a year-round, full-time position. The success of our Paddling Programs are very important to the Club. The successful candidate will aid in the development of these programs and our athletes, in keeping with athlete LTAD and Maskwa's short and long-term goals. Your duties, responsibilities and Code of Conduct as Assistant Head Coach are as outlined in the attached Appendixes.

## QUALIFICATIONS

- Minimum 3 years of experience coaching sprint canoe / kayak, with a superior knowledge of sprint canoe / kayak technique and a strong athletic background
- Minimum of one-year completion from a university, college or technical school; as well as two to three years related experience and / or training; or equivalent combination of education and experience
- ELCC Coaching Certification is desired, but can be obtained after commencing employment with Maskwa
- Canadian Coast Guard Pleasure Craft Operators Certificate
- Valid Nova Scotia Driver's License (and ability to drive Maskwa truck and trailer loaded with boats)
- First Aid & CPR (this training will be provided by Maskwa on a select date, and cost will be covered for those who attend on this date. If you are unable to attend, the training must be taken on your time and at your own cost)
- Criminal Background and Vulnerable Sector Check (required prior to offer of employment, at prospective employee's cost)

## COMPETENCIES

- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views. Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest. Able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; ensures Club acts as a single cohesive unit.
- **Delegation** - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people (stakeholders) in decision-making process; makes timely decisions.
- **Motivation** - Sets and achieves challenging goals for the paddlers and the staff; demonstrates persistence and overcomes obstacles in a positive fashion; measures self against Maskwa's standard of excellence; takes self-direction to accomplish goals. Strong ability to work in an unsupervised environment.

## SALARY

- We offer a competitive salary and benefits package that includes health, dental, clothing allowance, communications allowance, and bonus structure. In addition, we offer relocation assistance if the selected candidate does not already reside in Nova Scotia.

**Please send cover letter and resumé to [info@maskwa.ca](mailto:info@maskwa.ca)  
By May 15, 2019 to be considered for this position.**

## Appendix A – Duties of the Assistant Head Coach

### PADDLING PROGRAM – Assistant Head Coach

- 24 months of employment
- June 10, 2019 to June 10, 2021

### Position Summary

The Assistant Head Coach in coordination with the Head Coach is responsible for the safe implementation of Maskwa's Paddling Programs. Specifically, the Assistant Head Coach is responsible for the management and execution of the Academy program (Groups 1 and 2) and possibly other programs. Working closely with the Head Coach, Paddling Chair and Commodore, the Assistant Head Coach will assist in the growth and development of the Maskwa Aquatic Club athletes and programs.

### Expectations

#### Workload

- Average work-week is expected to be 40 hrs/week, although it is understood the hours of work for the Assistant Head Coach position will vary depending on the time of year.
- Peak paddling season (Jun - Aug) the work week is expected to be between 40-55 hrs/week + attending several weekend regattas
- Non-peak paddling season (Sep - Jun) the work week is expected to be lessened with expectation to complete the average work-week of 40 hrs/week over the year. Core Club Hours when you are expected to be at the Club, as a guideline, are as follows on weekdays:
  - Jul - Aug: 10:00AM - 6:30PM
  - Sep - Feb: 3:00PM - 6:30PM
  - Mar: 3:00PM - 6:30PM (schedule to be determined to handle senior HP athletes not attending Florida Camp)
  - Apr - Jun 3:00PM - 6:00PM
  - Note: On Saturdays, hours are 7:00AM - 11:30AM (Sep-Jun) and 8:00AM - 9:30AM (Jul-Aug)
  - In addition, attendance at most regattas (in which Club athletes are participating) is expected for a minimum of 2 hours.

#### Physical Demands

- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. An example is the ability to swim and lift heavy motors and boats. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions but the ability to lift and swim is deemed essential.

#### Work Environment

- The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The Fair Play Code of conduct for Nova Scotia as well as the Sport and Harassment Policies are guidelines for behavior for all staff, coaches, athletes and parents.
- The work environment will reflect a safe, reliable and ethical place for all who work and play at Maskwa.
- For safety, you are expected to wear the PFD provided by Maskwa, or an alternate certified PFD of your choosing, at all times when on the water.

## **Essential Responsibilities**

### **On Water Coaching**

- Read, interpret and implement documents such as safety rules, cold water policies, operating and maintenance instructions, and procedure manuals.
- Explains and demonstrates proper use of apparatus and equipment
- Explains and demonstrates principles, techniques, and methods of regulating motor development of body to achieve proficiency in activity
- Develop elite paddlers and consistently reinforcing proper paddling technique
- Explains and enforces safety rules and regulations

### **Program Development**

- Develops program schedules and training schedules for all athletes
- Consistently elevate athlete's commitment to becoming a high-performance paddler
- Set and help achieve short and long-term goals for athletes/programs; teach athletes how to compete.
- Informs paddlers and parents on training activity and / or philosophy of Maskwa and values of canoe and kayak program Coordinate and facilitate the recruitment activities for the high-performance program
- Organizes and oversees regatta entries / boat transport / regatta site activities
- Maintains, coordinates, and/or repairs equipment for club to operate on a day-to-day basis.
- Keeps all records of receipts and expenditures
- Coordinate and help facilitate summer program athlete evaluations
- In tandem with the Head Coach, coordinate skill workshops for summer program athletes interested in more in-depth training
- When required, provide necessary coaching and/or assistance for summer program athlete development
- Manages facilities used by paddling members (i.e. boat bays, crate, etc.)

### **Supervisory / Leadership Responsibilities**

- Be a leader for athletes, providing a safe and challenging atmosphere on and off water
- Act as a role model, mentor, support and leader to your coaching colleagues.
- Responsibilities include assisting in training employees and coaching; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Participate in the general management and supervision of the paddling program and undertake any special projects, tasks or assignments as assigned by the Head Coach, Paddling Chair or Commodore.
- Reinforce objectives, process, strategies, philosophies and regulations set out by the Head Coach, Paddling Chair and/or Board of Directors. This includes informing paddlers and parents on training activity and / or philosophy of Maskwa and values of canoe and kayak program.
- Manage the coaching staff in the running of the Maskwa Paddling Programs, which includes high performance Academy program and summer program
- Promote Maskwa values and respect to both your coaching colleagues and athletes alike.
- Boat bay cleanliness and equipment education (handling and repair) as well as general club respect and tidiness are the responsibility of ALL paddling staff AND paddlers. The Assistant Head Coach manages the coordination of tasks/responsibilities performed to ensure the management of Maskwa's fleet, equipment inventory and facilities required for the Paddling Programs.
- Carries out coordination responsibilities in accordance with the organization's policies and applicable laws and regulations of CKC, ADCKC, Sport Nova Scotia and all applicable provincial and federal laws, as well as regulations that oversee roads and waterways (i.e.: safety boats prepared and on-water, life jackets on U16 paddlers etc.)

**Reporting Responsibilities**

- Ensures weekly attendance for paddling group(s) he/she is coaching / coordinating is filed with the Paddling Chair
- Provides all necessary information and reports required by the Paddling Chair and/or Board of Directors
- Participates in monthly board meetings and other meetings as may be required.
- Communicates periodically to assigned group of athletes/parents on practice schedules, upcoming events and special announcements

## Appendix C - Coach Code of Conduct

### As a Coach, You Have a Responsibility to:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- Respect athletes' dignity. Verbal or physical behaviors that constitute harassment / bullying or abuse are unacceptable (definition of harassment or bullying is attached as **Appendix D**).
- Direct comments or criticism at the performance rather than the athlete.
- Protect children from harm and abuse.
- Never become intimately and / or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests
- Consistently display high personal standards and project a favorable image of their sport and of coaching to athletes, athletes' families, other coaches, officials, spectators, the media and the general public.
- Refrain from public criticism of fellow coaches and ADCKC / CKDC (applies to publications, social media and verbal criticism outside of constructive feedback where the intent is work related).
- Refrain from the use of alcoholic beverages or recreational or illegal drugs with or in the presence of athletes at all times. Never advocate or condone the use of drugs or other banned performance enhancing substances. Never provide under age athletes with alcohol.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of their duties.
- Establish a safe working environment for the athletes and the other coaches with whom they work. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their part in contributing to a safe environment.
- Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- Regularly seek ways of increasing professional development and self-awareness.
- Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules. A key role for a coach is to prepare athletes to respond to success and failure in a dignified manner.
- In the case of minors, communicate and cooperate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
- Discourage inappropriate behavior in training, competition, and away from the sporting arena
- Interactions and communication with CKC athletes training at Maskwa and all CKC staff needs to be respectful and professional. Should an incident or complaint arise it should be filed with the Board and handled appropriately.
- Respect athlete confidentiality and recognize a Coach's position of trust but also power in relation to an athlete. Maskwa coaches must refrain from discussing athletes by name, their training and performances and all private matters shared by the athlete in confidence with fellow athletes and others in general. The only exception would be if the coach learns of information that would cause the athlete or another person harm or danger, and in that case the Coach has a duty to report that information to the appropriate body.

## Appendix D - Definition of Harassment or Bullying

**Coaches must always act with a high degree of integrity and must not engage in any harassing activities.**

Harassment takes many forms but can generally be defined as behavior including comments and / or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups or individuals or which creates an uncomfortable environment.

Harassment or bullying may include:

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendos, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc.;
- displaying sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
- leering (suggestive staring), or other obscene or offensive gestures;
- condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
- physical conduct such as touching, kissing, patting, pinching, etc.;
- vandalism;
- physical assault