

Fort Langley Canoe and Kayak Club Job Posting

FCKC is seeking an exceptional individual to fill the position of Head Coach based in Fort Langley, in the beautiful Fraser Valley of BC. This position could be full or part time, depending on the applicant.

The Fort Canoe Kayak club is a growing club looking to expand our programs.

The Head Coach is responsible for the growth and development of sprint canoe and kayak paddling. The successful candidate will be responsible for the delivery of all Sprint division operations including planning, developing and implementing training and year-round practice sessions for development and performance athletes; specialized training camps; regatta attendance; summer and day camps; equipment management; event hosting; and some administration.

Job Summary:

Provide safe and inclusive experiences and programs for kids aged 7-18 years old. Teach and coach canoe and kayak techniques, enjoy the outdoors and foster an environment of respect and learning. Follow a lesson/practice plan, instruct paddlers on the water, and practice boat safety skills. Demonstrate leadership, have a positive attitude and motivate Canoe Kayak athletes.

The responsibilities of the Head Coach are to coach and manage the paddling programs offered by the Fort Canoe and Kayak Club (FCKC). The Head Coach reports to the FCKC Board, with programming and hiring decisions to be made with the approval of the Board.

Before paddling season, workdays are flexible. During the paddling seasons, a minimum of 15 hours per week is required, days of work are primarily all-day Saturday, plus afternoon/evenings and some weeks being full-time Monday-Friday. After paddling season, days of work are flexible to provide an evaluation of Program Staff and Programs. A complete paddling program schedule will be made available upon application for this position.

Employment Requirements and Qualifications:

Required/ Willing to Obtain:

- 1) Criminal Record Check (19+)
- 2) Vulnerable Sector Check (19+)
- 3) Coaching Certification
 - a) Canada Safe Sport Training or Respect in Sport for Activity Leaders
 - b) Canada Making Ethical Decisions
 - c) Canoe Kids Training (NCCP#)
 - d) ELCC Training/ Certification (NCCP#)
- 4) Pleasure Craft Operators Card
- 5) Level 1 First Aid

6) Transportation Method to Fort Langley Locations

Beneficial:

- 1) Class 5 Drivers License
- 2) Canoe Kayak Officiant Training

Experience and Skills:

- Recreational Canoe & Kayak and Sprint Canoe & Kayak Techniques.
- Coaching Kids and Athletes in Individual Sports.
- Experience working with Kids from diverse backgrounds, learning styles, and swimming/paddling skills.
- Design and Develop a lesson plan for each program.
- Basic motorboat repair and maintenance.
- Using tools such as hammers, drills, measuring tapes, etc.
- Driving a truck with a boat trailer attached.
- Communicating easily with young children as well as adults.
- Able to follow a lesson/practice plan.
- Able to use a computer and use different systems i.e., Google Spreadsheets, RAMP, etc.
- Able to follow directions.
- Able to prioritize and adapt to rapidly changing circumstances i.e., weather or boat safety.
- Supervisory and leadership skills:
 - Assistant Coach
 - Program Assistant

General Responsibilities and Duties:

- Model safety, punctuality, reliability, preparation, and professionalism. Be a positive role model and enthusiastic supporter of our athletes and members;
- Be familiar with and implement Canoe Kayak Canada's (CKC) Long Term Athlete Development and Canada Sport 4 Life principles;
- Assist the Board in the development of and adherence to the Fort Canoe and Kayak Club (FCKC) Strategic Plan to achieve the long-term goals of the Club to foster club sustainability and membership growth;
- Assist in the recruitment of athletes and coaches;
- Assist in planning and running paddling events hosted by FCKC;
- Report to the Board on program progression monthly and provide a program review at season-end;
- Be aware of and assist in ensuring compliance with all appropriate policies and procedures (e.g., FCKC Safety Policies, FCKC Code of Conduct, etc...);

- Assist in developing and adhering to the annual budget;
- Monitor and track boat and equipment inventory and coordinate repairs/replacements;
- Assist FCKC Board with marketing for all programs;
- Promote participation in community events;
- Ensure timely, clear and concise communication in all areas;
- Participate in fundraising, work-party and club events.
- Other duties as required.

Sprint Program Coaching Responsibilities:

- Schedule and manage Sprint programming and coaches:
 - plan sprint athlete practice schedules for the year
 - assist in hiring and managing assistant coaches
- Book training facilities when necessary, such as the Athlete Training Centre quarterly;
- Coach designated coaching sessions. Be responsible for coordinating a Board approved replacement when required;
- Mentor athletes, including designing and implementing age/level-appropriate yearly training plans (YTP) by appropriate CKC guidelines;
- Complete goal setting, individual assessments and reviews for competitive athletes, as required, including meeting with athletes, with reference to appropriate CKC Guidelines (e.g., Team Red);
- Plan logistics for events/regattas such as NTTs, Nationals, Spring camps, etc.; Provide as-needed coaching support during local and out of the area competitions. *Additional compensation and expenses will be determined on a case-by-case basis.*
- Attend or designate a board-approved replacement to attend all events requiring a coach;
- Registration of athletes in regattas and required events;
- Collaborate with the FCKC Board, CKBC, CKC and club coaches to prepare athletes for competitions and increase participation of athletes in regattas at all levels;
- Communication of training, event and regatta schedules, and expectations to athletes and their families, including updating calendars as needed.
- Increase participation in all programs from year to year;

Other Program Responsibilities:

- In collaboration with the Board, implement and manage spring and summer field trips and programs, including planning, staffing, participant recruitment, coaching, and scheduling;
- Ensure FCKC programming is delivered safely, fun, and aged/leveled appropriately.
- Coordinate athlete registration with assistance from the Registrar.
- Other duties as required

To apply for this position, please contact commodore@fortcanoekayak.ca and fortcanoekayak@gmail.com with a resume and cover letter.