



**Job Title:** Sports and Recreation Leader **Spring**

**Anticipated Start Date:** Beginning of May

**Anticipated End Date:** End of June

**Hourly Wage:** \$20 (base)

**Hours:** 40 hours per week

Sports and Recreation Leaders are members of the Spring program staff and have the additional responsibility of being in charge in the absence of the Head Coach and Coordinator. This Coach will work the field trip season, work alongside Paddle All programs and other recreational programs in the Spring. Working alongside staff, Sports and Rec will be able to lead demonstrations of Canoe and Kayak techniques. This coach will have the opportunity to display and develop leadership skills which involve communication with both the partnering Sports and Rec Leader and Coordinator.

**General Responsibilities:**

- Working towards a deeper understanding of leadership skills.
- Ensure clear communications between Coordinator and the Head Coach.
- Manage an accurate record of incident reports and daily attendance including communications with Teachers alongside the Coordinator.
- Help set up, take down, and lead groups of field trips from ages 7-18.
- Design, organize, and lead a variety of small and large group activities each week.
- Identify and respond to behavioral issues that may arise.
- Ensure that the field trip participants understand and are compliant with all safety protocols.
- Set an example for all participants to follow safety rules and a good attitude.
- In charge of boat distribution and care.
- Maintaining + repairing boat and equipment when needed.
- Knowing and understanding all emergency procedures associated with on and off water activities.
- Maintaining constant surveillance of the dock and water.
- Assist the Coordinator before programs to ensure the proper tools for a successful program or event are set up.
- Advertise our year-long Sprint Programs (ie. Fundamentals, Summer Camps, and more)

**Requirements:**

- Must be willing to attain Canoe Kids training, Basic First Aid Certification, and a Transport Canada approved Pleasure Craft Operators Card. It is a benefit if this coach has different NCCP

level courses.

- The Sports and Rec Leader must be a team player and communicate any difficulties or incidences with the Coordinator.