



Canoe Kayak BC - Sport Development Coordinator (1)

Application Deadline: Until Filled

Employment Term: FTE 1.0

Position Type: Ongoing

Canoe Kayak BC is the Provincial Sport Governing body that encourages and provides opportunities to enjoy, participate, and excel in paddle sports. We are located in Burnaby, BC close to Burnaby Lake. This position will be a hybrid of working from the home, and at events. We are seeking an experienced individual to fill the role of Sport Development Coordinator.

Job Description:

The Sport Development Coordinator is an entry level position which coordinates the development activities of the organization. Programs include but are not limited to: Indigenous Long-Term Athlete Development, BC Games, CanoeKids, National Coaching Certification Program (NCCP), Community Outreach Programs, BC School Sports (i.e. Dragon Boat Championships). This position is a hybrid position that includes a coaching, program leader component, and administrative component.

Key Areas of Responsibility:

- Indigenous Long-Term Athlete Development
 - Oversee the delivery of ALTAD programs including school, community, training camps, and Provincial Championships.
 - Work with ISPARC to develop and implement a NAIG Team selection and preparation plan.
- BC Summer Games
 - Ensure Zone Teams are led by qualified coaches and that there is maximum participation from each zone.
 - Oversee the sport specific logistics for the event.
- CanoeKids
 - Facilitate opportunities for Provincial Program delivery.
 - Facilitate support and mentorship for those delivering programs in our member clubs.
 - Deliver CanoeKids Community Initiation courses as requested across the Province.
- Community Outreach
 - Take the lead in working with our Clubs to Assist with their development needs and outreach program delivery and execution.
- Oversee the care and maintenance of Provincial development programming equipment.
- General administrative duties as related to the position.



- Other programming and administrative duties as assigned.

Qualifications:

- Post Secondary Education in a related field (i.e. Kinesiology, Sport Management, Business, Event Management).
- Proficient computer skills in a variety of technological applications (i.e. social media, word processing, spreadsheets, graphic design, etc.).
- Coach Certification is an asset, but can be completed as part of the role.
- Completion of Learning Facilitators Certification, but can be completed as part of the role.
- Criminal Record Check/Vulnerable Search Sector Check Required, but can be completed prior to start.
- Appropriate approved Safe Sport Accreditation (i.e. CAC Safe Sport module).
- Pleasure Craft Operator Certification, but can be completed as part of the role.

Desired Skills/Abilities/Experience:

- Trailer Towing Experience.
- Event Management Experience.
- Multi-Disciplinary Paddle Experience.
- Available to work during evenings, weekends, and holidays as well as, travel throughout the Province of BC.
- Time management, effective communication skills are essential.
- Mature, innovative and able to work independently in multiple environments.

Salary:

This is a salaried position requiring evening and weekend work. Remuneration to commensurate with experience. Salary range is between \$36-42K.

To apply for this position please submit your resume, cover letter, and three references to hr@canoeKayakbc.ca. We thank all applicants for their interest, but only those being considered will be contacted.