

2024 NBMA Canoe/Kayak Program Supervisor

Job Description

The NBMA is looking for an outgoing, dynamic and enthusiastic Canoe/Kayak supervisor for the Canoe/Kayak program at Norway Bay this summer.

Dates of Employment: July 1 – Aug 9, 2024

Note: These dates/weeks of employment include program setup at the end of June getting equipment ready for the summer program, as well as the summer program dates. The successful applicant will be required to help prepare for the season, including training, equipment orientation, scheduling, communication, etc. In addition, the supervisor may be asked to help out with Canoe/Kayak regatta preparation and implementation. The successful candidate will also be responsible for undergoing further professional development and observation opportunities to increase technical and programming knowledge.

Key Responsibilities:

- Ensure Overall safety of program participants
- Instruction and evaluation of Canoe/Kayak participants in kayak, canoeing, dragon-boating
- Develop and implement practice plans
- Develop weekly training/class programs
- Management of Canoe/Kayak program, class and staff schedules
- Ensure compliance with Canoe Kayak Canada Code of Safety, and NBMA safety Procedures
- May be required to work on 1 Saturday for the annual Canoe/Kayak Regatta
- Leading staff meetings and managing in-service training sessions
- Mentoring and developing Canoe/Kayak staff
- Conducting performance reviews of Canoe/Kayak staff
- Ensure Instructors complete all administrative requirements
- Actively interact with parents and participants
- Prepare bi-weekly payroll for processing
- Maintain first aid and program supplies
- Be involved in additional professional development and technical development opportunities
- Plan, and implement weekly “in-service” training for all other instructors and volunteers

Experience and Qualifications:

- Minimum 18 years of age
- NLS (National Lifesaving)
- Current Standard First Aid/CPR-C/AED certifications

- NCCP Canoe Kayak Canada CanoeKids - Community Canoe Coach Workshop (often available online in June)
- NCCP Making Headway in Sport (90 min. online course)
- NCCP Emergency Action Plan (15 min. online course)
- Canadian Coast Card Pleasure Craft Operators Card
- Must be available to work all 6 weeks, and perhaps earlier in June
- Proven leadership qualities
- Positive, outgoing and enthusiastic

Salary/hourly rate commensurate with experience, qualifications and certification.

Application Process:

Please use the online application form found on the NBMA website.

Any questions, you can contact Kerry Starr, Canoe/Kayak Program Director, at starrkerry@gmail.com or (613) 299-8255.