



2023 NBMA Canoe/Kayak Program Supervisor

Job Description

The NBMA is looking for an outgoing, dynamic and enthusiastic head Canoe/Kayak supervisor for the Canoe/Kayak program at Norway Bay this summer. This is the 10th year of the program, and there are some potential exciting additions to the program for 2023.

Dates of Employment: July 3 – Aug 11, 2023

Note: These dates/weeks of employment include part-time work through June getting ready for the summer program, as well as the summer program dates. The successful applicant will be required to help prepare for the season, which includes training, equipment orientation, scheduling, communication, etc.). In addition, the lead coach may be asked to work off-hours (weeknight, or weekend) for potential fun regatta opportunities for the program participants. In addition, the successful candidate will 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
- Assist in preparation of program summary report for the Annual General Meeting (AGM)
- Plan, and implement weekly “in-service” training for all other instructors and volunteers

Qualifications/ Prerequisites:

- NLS qualification required
- NCCP Coach Initiation in Sport (available online)
- NCCP Making Headway in Sport (available online)
- Standard First Aid/CPR-C/AED
- Recommended: NCCP / CanoeKayak Canada CanoeKids - Community Canoe Coach Workshop (details to follow for Canoe/Kayak applicants).
- Other NCCP courses are considered an asset.
- Successful instructors will be enthusiastic, outgoing, and demonstrate ability to effectively communicate with children/youth, as well as adults
- Previous experience in instructing or coaching is considered an asset
- Canadian Coast Guard Pleasure Craft Operator Card (boating license)
- Minimum 18 years of age
- Candidates should have kayaking or canoeing experience, and experience instructing/coaching canoeing and kayaking
- Must be available to work all 6 weeks

Salary/hourly rate commensurate with experience and certification.

Application Process:

Please use the application form and attach resume as per NBMA website.

If you have questions, please contact nbmajobs@gmail.com