



Atlantic Division CanoeKayak Canada

PO Box 295 Station Main
Dartmouth, NS B2Y 3Y3
(902) 466-9925
www.adckc.ca

Outreach Coordinator:

Employer: Atlantic Division CanoeKayak Canada

Number of Positions: 2

Work Term: June 7, 2021 – August 28, 2021 (approximately)

Deadline for Applications: March 14, 2021

Requirements:

All applicants must be a student in a full-time post-secondary program or a high school student. In either instance, the applicant must also be intending to return to full-time studies in the fall of 2021. Must be available evenings and weekends as well as through the week.

Job Description:

The ADCKC Outreach Coordinator will be working to improve ADCKC inclusiveness by managing, organizing and executing canoe kayak programming. The outreach coordinator will be working alongside partner organizations while working alongside youth athletes to improve their skill and involvement in the sport of canoe kayak.

The student will be under the direction of the Executive Director and Technical Director, staff positions of the Atlantic Division.

Specific Work Tasks:

- Creation and delivery of programming for the weekly Paracanoe programs and underserved youth paddling programs.
- Work alongside the Executive Director and Technical Director to create, modify, and improve upon existing youth athlete programming.
- Outreach programs on some weekends outside and inside of the province with the Atlantic Division staff.
- Actively search for ways to advance the program and enter new partnerships with other organizations under the direction of the Technical Director.
- Act as a representative of ADCKC at all times.
- Communicate with partner organizations to develop optimal programming times and scheduling.
- Communicate with partner organization management to receive feedback and improve upon existing programming.
- Development of KPIs (key performance indicators) to determine the success of the programming.

Since 1956, the ADCKC has supported paddle sport and our member clubs in Atlantic Canada.



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- Keep an updated database of athletes who are participating in the programming.
- Work alongside the marketing and communications coordinator to advertise programming.
- Since this is a grassroots job role, the Outreach Coordinator will also keep a record of tasks and responsibilities to advance the position on a yearly basis and look at responsibilities to improve upon or remove from the job role.
- Other duties as required with direction from the Technical Director and Executive Director.

Our ideal candidate:

- Has excellent interpersonal skills
- Experienced working with young athletes in a sport setting, or ideally, paddling environment
- Knowledge of the sport of canoe kayak and general technical paddling knowledge
- Ability to critique technique and suggest ways for young athletes to improve their performance
- Interest in community level sport development
- Adaptable and ready to work with diverse clientele, those who are new to the sport, or those who have limited experience
- Will be highly organized, have good time management capabilities, and have a high degree of motivation
- Has excellent written and verbal communication skills to communicate effectively with different community stakeholders
- Able to provide a criminal record check and vulnerable sector check upon employment

Certifications:

- Completed the CanoeKids coaching certification
- Completed the Pleasure Craft Operators licence (or intent to do it)

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