



Atlantic Division CanoeKayak Canada

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

Regatta Coordinator:

Employer: Atlantic Division of Canoe Kayak Canada
Number of Positions: 2
Work Term: May 25, 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 post-secondary studies in the fall of 2021. Must be available evenings and weekends as well as through the week.

Job Description:

The Regatta Coordinator will be involved in gathering, collating, verifying and publishing data, schedules, and results as well as event organization for the weekly regattas held on Lake Banook, Dartmouth by the Atlantic Division. These duties extend to events held away from Lake Banook and running during weekdays and weekends.

The student will be under the direction of the Executive Director, Technical Director and Regional Coach staff positions of the Atlantic Division. The Executive Director, Technical Director and Regional Coach will arrange the training and performance evaluation for the student, monitoring the weekly activities, and approving operating plans, verification of statistics and weekly working hours. The student will also work on a general basis with the Chair of Paddling (Volunteer Board position).

The person for this position requires excellent computer skills in word processing, spreadsheets, and familiarity with website maintenance. The position requires good planning and time management capability, attention to detail and good interpersonal skills as interaction with many different age groups of people is necessary.

The job will entail a significant amount of time near or on the water. The Atlantic Division will organize and become educated with the ADCKC & Canoe Kayak Canada Code of Conduct and provide an emergency contact list. Safety equipment such as personal flotation devices (life jackets) and other required on water safety equipment is available for each employee.

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



Atlantic Division CanoeKayak Canada

PO Box 295 Station Main

Dartmouth, NS B2Y 3Y3

(902) 466-9925

www.adckc.ca

Work tasks will include:

- Organizing the timely notification of Provincial paddling Clubs for event entry requirements for the summer.
- Overall event organization and support.
- Organizing the meals for the officials and on water assistants, including budget preparation.
- Organizing the Provincial entries for the National Championships.
- Preparation of racing schedules for weekly events both on-site and off-site.
- Racing result collation and real-time publication at the racing site
- Data entry, updating, and analysis of weekly racing results to ensure individual paddler and Club points accumulation are correct for end of season awards and funding assistance.
- Weekly update and maintenance of the Atlantic Division website for results and advance notice of events, and other website-related activities.
- Identification and publishing of new record race times.
- Assisting the Management with office duties as directed.
- Maintain a duty log.
- Must be available some evenings and weekends.
- Attend meetings as directed by the Executive or Management.
- All other duties as assigned by Management.

Please submit cover letters & resumes to:

robin@adckc.ca (only candidates being considered will be contacted)

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

Pagayer Vit Ici | Paddling Lives Here | Ji'memkewey