



JOB POSTING

Job Title:	Masters Summer Coach
Reports To:	Head Coach & Paddle Chair
Hours:	Part-Time Position, Average 6-10 Hrs / Wk

ABOUT MASKWA

The Maskwa Aquatic Club (www.maskwa.ca) is a non-profit organization dedicated to providing high performance paddling activities, as well as quality outdoor recreation, exercise and fun to Halifax and the surrounding community. For 45 years, Maskwa has been the centre of Halifax's paddling community. It has developed junior and elite-level paddlers, including 2012 Olympic bronze medalist, World Champion, and world record holder Mark de Jonge.

SUMMARY

The **Masters Summer Coach** is a part-time position (June 18 - Sep 14). Working with the Head Coach and Paddle Chair, the successful candidate will aid in the coordination and development of our Masters Program. Your responsibilities and Code of Conduct as Masters Summer Coach are outlined in the attached Appendixes. General duties will include (but not limited to):

- Plan practices and communicate the practice schedule weekly
- Leading three practices a week; Tuesday and Thursday evenings and Saturday mornings
- Registering athletes for regattas and attending all regattas to provide coaching services
- Other duties as required to effectively coach our Masters program
- Cooperate with other coaches and staff, working in a team environment

QUALIFICATIONS

- Possess a superior knowledge of sprint canoe/kayak technique
- Hold a Canadian Coast Guard Pleasure Craft Operators Certificate
- Hold a driver's license that is valid in Nova Scotia and be capable of driving the Maskwa truck and trailer loaded with boats
- All coaching staff is required to complete a screening for a Criminal Records and Vulnerable Sector Background Check (at your own cost)
- Strong ability to work in an unsupervised environment

PAY RATE

- \$15.00 / hour

Please send cover letter and resumé to paddle_chair@maskwa.ca by June 11, 2019 to be considered for this position.

Appendix A – Duties of the Masters Summer Coach

Physical Demands

- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. An example is the ability to swim and lift heavy motors and boats. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions but the ability to lift and swim is deemed essential.

Work Environment:

- The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The Fair Play Code of conduct for Nova Scotia as well as the Sport and Harassment Policies are guidelines for behavior for all staff, coaches, athletes and parents.
- The work environment will reflect a safe, reliable and ethical place for all who work and play at Maskwa.
- For safety, you are expected to wear the PFD provided by Maskwa, or an alternate certified PFD of your choosing, at all times when on the water.

Essential Responsibilities

- On Water Coaching – read, interpret and implement documents such as safety rules, cold water policies, operating and maintenance instructions, and procedure manuals.
 - Explain and demonstrate proper use of apparatus and equipment
 - Explain and demonstrate principles, techniques, and methods of regulating motor development of body to achieve proficiency in activity
 - Explain and enforce safety rules and regulations
- Program Development
 - Develops program schedules and training schedules for Masters athletes
 - Set and help achieve short and long-term goals for athletes/programs; teach athletes how to compete.
 - Informs paddlers on training activity and / or philosophy of Maskwa and values of canoe and kayak program
 - Organizes and oversees regatta entries / boat transport / regatta site activities
 - Maintains, coordinates, and/or repairs equipment for club to operate on a day-to-day basis.
 - Keeps all records of receipts and expenditures
 - Manages facilities used by paddling members (i.e. boat bays, crate, etc.)
- Supervisory / Leadership Responsibilities
 - Be a leader for athletes, providing a safe and challenging atmosphere on and off water
 - Boat bay cleanliness and equipment education (handling and repair) as well as general club respect and tidiness are the responsibility of ALL paddling staff AND paddlers. The Head Coach manages the coordination of tasks/responsibilities performed to ensure the management of Maskwa's fleet, equipment inventory and facilities required for the Paddling Programs.

Carries out coordination responsibilities in accordance with the organization's policies and applicable laws and regulations of CKC, ADCKC, Sport Nova Scotia and all applicable provincial and federal laws, as well as regulations that oversee roads and waterways.

- Reporting Responsibilities

- Provides all necessary information and reports required by the Paddle Chair and/or Board of Directors
- Participates in staff meetings as may be required
- Communicates periodically to assigned group of athletes on practice schedules, upcoming events and special announcements

Appendix C - Coach Code of Conduct

As Coach, You Have a Responsibility to:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- Direct comments or criticism at the performance rather than the athlete.
- Consistently display high personal standards and project a favorable image of their sport and of coaching.
- Refrain from public criticism of fellow coaches and ADCKC/CKDC (this applies to publications, social media and verbal criticism outside of constructive feedback where the intent is work related).
- Abstain from the use of alcoholic beverages or recreational or illegal drugs while in the presence of her/his athletes and discourage their use by athletes.
- Prohibited from drinking alcoholic beverages or recreational or illegal drugs with or in the presence of athletes at all times.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and wellbeing as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- Regularly seek ways of increasing professional development and self-awareness.
- Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules. A key role for a coach is to prepare performers to respond to success and failure in a dignified manner.
- In the case of minors, communicate and co-operate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
- Discourage inappropriate behavior in training, competition, and away from the sporting arena
- Interactions and communication with CKC athletes training at Maskwa and all CKC staff needs to be respectful and professional. Should an incident or complaint arise it should be filed with the Board and handled appropriately.
- Respect athlete confidentiality and recognize a Coach's position of trust but also power in relation to an athlete. Maskwa coaches must refrain from discussing athletes by name, their training and performances and all private matters shared by the athlete in confidence with fellow athletes and others in general. The only exception would be if the coach learns of information that would cause the

athlete or another person harm or danger, and in that case the Coach has a duty to report that information to the appropriate body.

Coaches Must:

- Within the limits of their control, coaches have a responsibility to ensure as far as possible the safety of the athletes and other coaches with whom they work
- All reasonable steps should be taken to establish a safe working environment.
- The work done and the professional manner in which it is done should be in keeping with the regular and approved practice within their sport.
- The activity undertaken should be suitable for the age, physical and emotional maturity, experience and ability of the performers.
- Coaches have a duty to protect children from harm and abuse.
- The performers should have been systematically prepared for the activity and made aware of their personal responsibilities in terms of safety.
- At no time become intimately and/ or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- Respect athlete's dignity; verbal or physical behaviors that constitute harassment/bullying or abuse are unacceptable (definition of harassment or bullying is attached as Appendix D).
- Never advocate or condone the use of drugs or other banned performance enhancing substances.
- Never provide under age athletes with alcohol.
- Coaches must consistently display high personal standards and project a favorable image of their sport and of coaching to athletes, their parents/families, other coaches, officials, spectators, the media and the public.

Appendix D - Definition of Harassment or Bullying

Coaches must always act with a high degree of integrity and must not engage in any harassing activities.

Harassment takes many forms but can generally be defined as behavior including comments and/ or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual of groups or individuals or which creates an uncomfortable environment. Harassment or bullying may include:

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendos, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc.;
- displaying of sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
- leering (suggestive staring), or other obscene or offensive gestures;
- condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
- physical conduct such as touching, kissing, patting, pinching, etc.;
- vandalism;
- physical assault