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## **EXECUTIVE DIRECTOR**

Flatwater North Sprint Club (FN)

Whitehorse, YT Temporary

Compensation: Depends on experience

Duration: March 1- August 19 2022, with the potential of part-time work after summer.

Intended audience: Anyone who can legally work in Canada can apply for this job.

### **Job Summary**

The ED oversees recreational paddling programs including managing staff, organizing local events, guiding athletes toward competition and helps build a positive culture of personal excellence at the club.

### **Duties and Responsibilities**

- Manage coaching staff
- Manage Programming (registrations, communications, emails)
- Help with funding applications
- Make day plans to enable substitute coaches to easily assume leadership
- Ensure safety and well-being of all participants, including implementation of COVID protocols;
- Follow, implement and enforce all club rules and policies;
- Recruit participants at local schools, sports fairs, etc;
- Promote the sport through open house events, sport fairs, parades, etc.;
- Promote the sport to local First Nations communities;
- Act as primary liaison for parents and public;
- Ensure ongoing minor equipment maintenance, and make recommendations to the Board for major maintenance and new equipment requirements;
- Support Head Coach with coordination of boat loading, transport, unloading for regattas or community events;
- Prepare a monthly coach report to the Board of Directors;
- Prepare end of season/end of program review and present to the Board;
- Participate in strategic and long-term planning with the Board of Directors;
- Attend board meetings upon request of the Board;
- Manage programs within the approved budget.

### **Required Qualifications and Skills**

- Management Experience
- Experience in paddling (canoe, kayak, SUP or dragon boat)
- Standard First Aid and CPR certification;
- Clear Criminal Records Check and Vulnerable Sector Check;
- Sound leadership, communication and organizational skills;
- Ability to adapt to changes in daily plans quickly;
- Excellent character, integrity and flexibility;
- The desire and ability to work as part of a team;
- Own reliable transportation and Class 5 drivers license.

**For questions or to apply:** Call Dan Girouard at 867-334-8121 or send resumé and cover letter at [president@flatwaternorth.ca](mailto:president@flatwaternorth.ca)

**Application Deadline:** Feb 27<sup>th</sup>, 2022