

## **Dock Duty Job Description**

The primary responsibility of dock duty staff is to assist with the day to day running of the club. This includes answering questions from the membership and general public, instructing the members how to use the equipment, ensuring the safety of the members when they are on the water, answering and checking the phone messages, general cleaning of the facility, and helping out staff where necessary.

### **Essential Qualifications:**

- 16 years old
- Police Vulnerable Sector Check
- 1<sup>st</sup> Aid, CPR-C and AED Certified by start date
- Ontario Pleasure Craft Operators Card

### **Assets:**

- Previous experience with Sprint Canoe & Kayak, outrigger, recreational canoe and kayak and SUP
- Enthusiasm, willingness to learn, positive attitude.
- Outstanding communication, organization collaboration and leadership skills

### **Specific Duties:**

#### **Administration:**

- Answering and checking the phone messages
- Serve as the point of contact for all public and member inquiries via telephone, and in person. Return Calls promptly and efficiently
- Assist in Coordination of special events including (Small Swells, Moonlight Paddle, Friday Fun Regatta's, Constance Bay Dragon Boat Festival
- Assist in the coordination of all evening programs including; Paddle All (Intellectually Disabled Program), Para Canoe (Physically Disabled Program); Kiddie Canoe (4-6 year old program); Dragon Boat; and recreational programs.

#### **Equipment:**

- Work with Coaches and members to ensure equipment is safe and acceptable
- Coordinate boat/equipment use with coaches as required and support where needed

#### **Facility Support**

- Work collaboratively with the ORCC Club Manager to ensure the facility, equipment, docks, washrooms, grass are in a clean, safe working order
- Ensure proper signage is present around club identifying any hazards

#### **Member Support:**

- Help members to and from the water with boats
- Instruct members how to properly use and take care of and paddle boats
- Ensure members have the proper qualifications/knowledge for the boats they are using
- Supervise the dock area
- Point of contact on land for emergency situations
- Close up the club at the end of night

Please have all resume submitted to [manager@orcc.ca](mailto:manager@orcc.ca) by May 14, 2018