

## **Position: Paddle All/ Special 'O' Coordinator**

The Ottawa River Canoe club is looking for an enthusiastic person to work as the Paddle All/ Special 'O' Program Coordinator. Paddle All is a Canoe Kayak Canada program aimed at promoting participation in the sport of sprint Canoe Kayak for individuals with intellectual disabilities.

Recreational and sprint canoes and kayaks are used to introduce paddlers with intellectual disabilities to the sport of Canoe Kayak. The program includes a safety orientation, technical instruction, and instruction by experienced coaches. Each paddler will have an experienced paddling partner for 1:1 support. We have a new partnership with Special Olympics Ontario to offer a competitive program as well.

Our programs runs twice per week Monday and Wednesday evenings.

### **Essential Experience** (must be able to demonstrate through references):

- Minimum 18 years old
- Enthusiasm and willingness to learn
- Outstanding communication and collaboration skills
- Exemplary organization skill
- On or before June 1<sup>st</sup>: Must have a Police check, Ontario Pleasure Craft Operators Card, CPR Level C, AED and standard First Aid\*
- Coaching Association of Canada National Coaching Certification Program Canoe Kids Certification\*

\*candidates may obtain these certifications after applying, but must have them prior to starting the job

### **Assets:**

- Previous experience working with youth and adults with intellectual disabilities
- Previous job experience in proximity of water (swimming, paddling, water-skiing etc).
- Previous paddling experience
- Previous experience working as part of a team
- Knowledge of Long Term Athlete Development Principles
- Completion of the Canoe Kayak Canada Paddle All Module

### **Job Description:**

- coordinate, recruit, support and assist Paddle All Program volunteers
- coordinate paddling practices/use of equipment with other ORCC programs
- assess paddling abilities
- share relevant issues/ concerns for athlete participants with coaches
- be able to work/speak with parents/caregivers/siblings/families workers etc.
- help coach the program

- work with ORCC coaches to integrate Paddle All athletes in other programs as appropriate & needed
- promote winter training program to participants
- coordinate & lead all events related to Paddle All
- work with other clubs to ensure participants' needs are looked after at Regattas
- work with partners & their staff to promote the program + recruit participants
- Coordinate Give It a Go Days with partners & participants.
- Submit entries for all regattas
- Attend regattas to coach and support Lead Paddle All Coach
- coordinating with other Paddle All Coaches in Division
- Organized year end Potluck Celebration and awards

Term: June 1 to October 12 (with the potential to renew contract in 2019)

- Monday and Wednesday evenings from 5:30-8:30pm.
- Some weekends are required for regattas

Salary: \$14/ hour

Deadline for application: May 18, 2018

Please submit cover letter and resume by email to:

Joel Hazzan  
Executive Director & Head Coach  
Ottawa River Canoe Club  
exec.director@orcc.ca  
613-618-1715