



## **Job Description**

### **Identification**

Department: **Yarmouth Recreation**  
Position: **Canoe/Kayak Coach**  
Supervisor: Community Recreation Coordinator  
Hours of Work: 40 hours per week, weekday shifts, occasional weekends

### **Scope**

Under the direct supervision of the Community Recreation Coordinator, the Canoe/Kayak Coach will be responsible to oversee the successful implementation of the Leisure Services Department's Canoe Kayak Program. This is done through careful and creative planning and promotion allowing for a fun and safe experience for the program participants.

### **Desired Qualities/Qualifications**

A team player, who is willing to work with others, including other staff members, program participants and the general public. Leadership experience with effective communication, interpersonal and organizational skills. First/Aid CPR level C is desired or a willingness to obtain, competent swimmer. Preference will be given to those with at least E.L.C.C. coaching certification.

### **Duties**

Responsibilities include, but are not limited to the following:

- Daily operation of canoe/kayak programming at Lake Milo Aquatic Club.
- Actively promote Lake Milo Aquatic Club in the local schools with the intent of recruiting potential members
- Identify and confirm all resources required for the program; finances, equipment, supplies, staffing, and so on.
- Work with other Milo staff to coordinate special events, daily activities and summer programs.
- Assist in providing a secure and safe environment, ensuring the facility is kept clean and maintained on a daily basis.
- Ensure compliance with all club rules regarding safety for both participants and equipment.
- Develop a skills development & training program for participants.
- Mentor and supervise assistant coaching staff / junior leaders.
- Report all problems, concerns, criticisms, and compliments to the Community Recreation Coordinator
- Other duties as assigned.