



Title: Program Supervisor and Coordinator

Location: False Creek Racing Canoe Club, Vancouver, BC

Schedule and Duration: Full-time, Summer position with opportunity for growth into year-round

Salary: TBD, dependent on experience

Background:

Founded in 1985, the False Creek Racing Canoe Club is a non-profit, multi-disciplinary paddling club that offers training and racing programs in dragon boat, outrigger canoe, and sprint canoe-kayak. The False Creek sprint canoe-kayak program aims to provide athletes with a fun and challenging environment, and to promote growth/development at all levels of sport. We are currently one of the largest sprint canoe-kayak clubs in BC, located in the heart of downtown Vancouver.

Job Description:

We are seeking a full-time Program Supervisor and Coordinator who is interested in a summer position with potential for growth into longer-term opportunities. The Program Supervisor and Coordinator is responsible for hiring, scheduling and managing summer staff, as well as overseeing day-to-day operations of the club during the summer season. The ideal candidate will be working collaboratively with the coaching staff, community leaders, club executives, club coaches, and the Provincial Sport Organization (PSO) to promote and develop year-round paddling programs. The Program Supervisor and Coordinator will also be responsible for providing training, mentorship and career development opportunities to junior coaches.

Roles and Responsibilities:

Administration and Club Development:

- Manage summer coaching staff and ensure continuity with other canoe-kayak programs;
- Work in collaboration with Head Coach to manage the application process for grants;
- Work in collaboration with False Creek club executives, Provincial Sport Organization (PSO), False Creek Community Centre (FCCC), and club coaches to organize training and competitions schedules;
- Assist with organization and running of paddling related club events;
- Communicate training and regatta schedules, events and programs with athletes and parents.

Experience, Qualifications and Skills:

- Knowledge of the Long Term Athlete Development Model
- Experience in canoe-kayak (coaching and/or administration) is required

- Minimum Entry-Level Competitive Coach (ELCC)
- Pleasure Craft Operator Card (PCOC), police record check, Canadian Red Cross Standard First-Aid and CPR/AED "C" or equivalent
- Strong interpersonal skills, with an interest in club and athlete development at all levels

Deadline to apply is April 15, 2023 at midnight.

Please send cover letter and resume to fcrc.flatwater@gmail.com.