

**Job Title:** Club Coordinator

**Reports To:** High Performance Paddling Chair

Position does not attend Board Meetings – High Performance Chair will provide updates

**Job Purpose:**

The purpose of the club coordinator position is to provide consistent year-round organization and administrative support to the club. The position will have a strong focus on the preparation and implementation of the summer program, as well as the planning of various other competitive events, training events and training camps. The coordinator position will also serve as a contact point for members and the community.

**Duties and Responsibilities:**

**1. Summer Program:**

- Promote the summer program through community awareness/advertising (schools, community groups) with the goal of increasing membership.
- Set up and maintain summer employee documentation and records. This includes certifications required for employment, background checks etc.
- Collect all necessary documentation required to set up payroll in a timely manner for summer staff.
- Coordinate training materials and opportunities (e.g. First Aid, development courses offered through ADCKC, safety boat operation courses etc.) for summer staff.
- Provide support to the summer registration process as needed.
- Provide consistent information and communication with members and staff.
- Support coaches with member retention between summer and fall programs.
- Support the Summer Supervisors in the summer wrap up and identification of areas for improvement for the next summer.

**2. Events:**

- Support, under the direction of the Head Coach, the planning and coordination of logistics for training camps and away events such as Nationals & National Team Trials, spring camps in Georgia/Florida, ski camps in Charlo etc. This includes consideration for flights, accommodations, transportation, budget preparation, registration and funds collection, and the creation of attendance lists.
  - Commence planning well in advance of events in order to achieve the most cost-effective options.
  - Develop and execute a communication plan to ensure stakeholders are kept informed.
- Support club social events as needed. Examples include: Nationals Pep Rally, Nationals Team Dinners, Summer Open House, Pre-Summer Program Open House, etc.

**3. General Support:**

- Working through the High-Performance Chair, provide support to board members as needed as they work on their areas of responsibility.
- Support the Board in the application for various grants.
- Create templates as required to support administrative duties.

#### **4. Staff Support:**

- Notify Treasurer of staff changes for payroll.
- Track hours for casual support staff (i.e. cold weather paddling, shift filling, etc.).
- As per duties for summer staff, provide similar support for year round and casual staff:
  - Set up and maintain employee documentation and records. This includes certifications required for employment, background checks, incidence reports, etc.
  - Coordinate training opportunities (e.g. First Aid, development courses offered through ADCKC, safety boat operation courses etc.).

#### **Qualifications:**

- Strong understanding of the paddling community
- Strong organizational skills
- Ability to take initiative
- Ability to work independently
- Ability to work variable/flexible hours
- Background and/or experience in Event Planning and Management would be considered an asset

#### **Salary:**

June – September: 20hrs/week @ \$18/hr (18 weeks = \$6,480)

October – May: 15hrs/week @ \$18/hr (34 weeks = \$9,180)

Annual Total: \$15,660

**Term:** This is a new position at the club. The initial term of this position is one year, with a 3-month probation period

**Expected Start Date:** February 15, 2018

**Applications:** Submit resumes and cover letters to Angela Fitzgerald – High Performance Chair at [afmhch@gmail.com](mailto:afmhch@gmail.com) The deadline for applications is 31 January 2018.

