



JOB POSTING

ONEC Kayaking & SUP Youth Camp Instructor

Position Title: Kayaking & SUP Instructor

Job Type: Summer 2024 Seasonal Contract

Work Hours and Employment Period: Full Time (40 hours per week), June 24 to August 23, 2024.

To Apply: Send resume, cover letter & two references to ONEC's Paddling Director at paddling@onec.ca. Applications will be considered as they are received.

Location: Ottawa New Edinburgh Club, 501 Sir George-Etienne Cartier Parkway, Ottawa, K1M 2H9

The Ottawa New Edinburgh Club is looking to hire a Senior Instructor and Instructors for its 2024 Youth Paddling Day Camp. ONEC is one of the oldest boating clubs in Canada with over a hundred years of history. Our vision is to be the best and friendliest non-profit, volunteer, and community-based recreation and training summer sports club in Ottawa. ONEC encourages fun, fitness, and skills-acquisition for sports participants of all ages. Instructors receive a full ONEC 2024 membership, which includes access to ONEC's sailing, tennis, rowing and paddling facilities (subject to club policies and skills requirements).

Roles and Responsibilities

The main duty of a Kayaking & SUP Instructor is to coach a cohort of campers in kayaking and SUP activities, as well as lead other camp games and activities and ensure a safe and fun experience for the campers in their charge (aged 11-16). This includes leading, supporting and supervising Kayaking/SUP Counselors in Training (C.I.T.s) and camp participants, even when no instruction is taking place, with the support of other Kayaking and camp instructor(s) on the team. There may be other duties related to summer camp activities and logistics as appropriate.

The Senior Instructor has additional responsibilities for program planning, decision-making and overall supervision, among other things. In addition this year we plan to add Big canoe as a camp activity. If available earlier in June, part-time work may be offered to help with season set-up, member training and new member recruitment and orientation. Throughout the season there may also be opportunities to teach private lessons/provide skills coaching in the evening or on weekends.

In general, these positions are suited to experienced kayakers and/or stand-up paddle boarders who enjoy working with young people in a fun and educational coaching or camp counselor environment. They will play a key role in the ONEC summer camp team, including in the pre-season preparation period, and must represent the club in a professional manner both on and off the water. Pre-season training (including free Paddle Canada certification course(s)) and planning time with the camp team will be provided.

Required Skills and Personal Traits

- Ability to kayak and paddle a SUP and to coach these skills
- Excellent communication skills
- Enjoy working with young people

- Team player with demonstrated ability to work with others to accomplish goals
- Strong customer relations skills for interacting with campers, their parents and club members
- Reliability and professionalism at all times
- Demonstrated leadership skills with sound judgment and decision making
- Friendly, trustworthy and honest personality

Assets

- Successful completion of Paddle Canada Waterfront Kayak Skills Instructor course or equivalent (typically this course is offered at ONEC in mid to late June as part of the paid camp preparation period and made available to successful camp staff candidates free of charge)
- Paddle Canada Big Canoe qualifications (again free training is planned during prep period in advance of camp)
- Paddle Canada SUP qualifications
- Experience teaching kayaking, SUP, Big Canoe and/or Canoe
- Previous experience coaching, working in a camp or recreation program, with children or youth
- Experience practicing relevant sports in competitive and/or recreational capacity
- Swimming ability, lifeguarding training and/or qualifications
- Bilingual (English/French) and/or experience working in both official languages

Certifications and other requirements (must be valid until August 23rd, 2024)

- Pleasure Craft Operators Card (PCOC)
- First Aid/CPR Certification
- Police Check and Vulnerable Sector Screening (or references if under 18 years old)
- Relevant Safe Sport training

Further Job Description Details

Specific job responsibilities for the camp period (provisionally June 26th to August 25th) include:

- To coach and deliver the ONEC Paddling Camp program (Kayaking and Standup Paddle Board)
- To lead and support the C.I.T.(s) and proactively seek support from other instructors, club Directors and staff, working as a team, to ensure the safe and fun delivery of the Kayak/SUP program for campers
- To be familiar with and able to enforce all club rules and policies (including to align with current Public Health recommendations)
- To ensure a safe environment for the Kayaking/SUP camp on both land and on water
- To ensure that proper boat and equipment care is followed, see that boats are neatly and properly returned to their assigned spaces as well as carry out basic maintenance on boats and equipment used by the Kayaking/SUP camp
- To communicate effectively, and on a regular basis, with other instructors and youth camp participants
- To assist in assessment of participants' achievement of skills/activities and organize for end of camp certificates of achievement
- To ensure that ONEC equipment and facilities are in good condition at the end of the day
- Other related duties as assigned by Senior Instructors, club Directors and management staff

Specific job responsibilities for pre-season period include:

- Work with other instructors to prepare lesson plans and logistics schedules (facilitating coordinated use of camp equipment and space to promote campers' safe and fun experience)
- Other duties as assigned by Senior Instructors and Club Management, Water Sports Directors and/or Boathouse Director

ONEC is a Safe Sport club and an equal opportunity employer.

Safe Sport is about creating a culture where everyone can thrive in Sport at all levels of participation free from maltreatment. The ONEC Safe Sport policy integrates and adopts Safe Sport policy from our National Sport organizations (Tennis Canada, Rowing Canada, Sail Canada and Paddle Canada).

We offer a welcoming and inclusive environment to our staff team, club members, community clients and partners. We welcome and encourage applications from a wide range of candidates and will not tolerate discrimination on any basis (age, race, religion or belief, disability, sex, sexual orientation, gender reassignment, marital/civil partnership status).