



Atlantic Division CanoeKayak Canada
PO Box 295 Station Main
Dartmouth NS B2Y 3Y3
(902) 466-9925
www.adckc.ca

Title: Technical Director

Employer: Atlantic Division of Canoe Kayak Canada

Number of Positions: 1

Deadline for Applications: May 7, 2021

About the Atlantic Division CanoeKayak Canada (ADCKC):

Since 1956, the ADCKC has supported paddle sport and our member clubs in Atlantic Canada. We are the Provincial Sport organization for Nova Scotia, and the regional governing body for the Atlantic Canadian chapter of Canoe Kayak Canada.

We support everything from grassroots paddlers to high performance and national team athletes, our main office is located on Lake Banook in Dartmouth, Nova Scotia, and our mission is to provide excellence in leadership, guidance and support for our members and to provide safe and fair competitive environments that will ensure the successful development of high-performance athletes and lifelong paddlers.

Job Description:

The position of Technical Director with the ADCKC is responsible for developing, implementing and supervising athlete and coach development programs. The Technical Director shall provide leadership, guidance and mentorship to all coaches.

This leader will work closely with our key stakeholders, clubs, and athletes to support appropriate growth and progression. Relationship management and an acute understanding of the sport from a technical, organizational, and coaching perspective are required.

Work tasks will include:

High Performance/Excellence

- Organize camps and back end of sessions
- Support Provincial Coach's initiatives and projects
- Direct and facilitate CSCA IST support for targeted athletes and group from the provincial coach
- Provincial team criteria
- Provincial team training schedule and events

Coach Development

- Develop coach support/ certification pathway for part time (summer coaches) and full time coaches
- Mentor club based coaches
- Support coaches through NCCP coaching pathway
- Host sessions for with summer/ part time/ assistant coaches to discuss topics such as



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- Safe sport; informal training and key topic discussion
- Respect in sport/ rules and regulations

Project/Event Management

- Work with operations lead on planning and delivery of;
 - Indigenous outreach mobile camps
 - Diversity outreach programming
 - Para outreach programming
 - SUP outreach programming
 - Special Olympics programming
- Provincial Team Training Trips
- Support other ADCKC projects as needed

Strategic Operations & Partnership Support

- Work to develop and contribute to strategic projects with CSCA, CKC, Sport Nova Scotia, Sport Canada, and others as needed.
- Work to integrate innovative thinking to opportunities related to high performance (including Para excellence) and indigenous canoe kayak opportunities.

Administrative Duties

- Maintain reporting on high-performance duties and progress of coaches, teams etc.
- Maintain data management of key documentation such as criteria, results, regatta entries other.
- Document best practices, process, and protocol to ensure knowledge transfer and systemization of work.
- Manage, complete and oversight of government applications and grant support documents (where applicable).

Valued Skills and Aptitudes:

- High-level Coaching certification
- Experience with high-performing regional and national team programs as a head coach or administrator
- Technology proficiencies (excel, G Suite, database management, other)
- Communication
 - Polished public-speaking skills
 - Strong interpersonal skills
 - Team-leader
- Post-secondary education applicable to the role

Please submit cover letters & resumes to:

robin@adckc.ca (only candidates being considered will be contacted)