

# Canoe Kayak BC – Event Coordinator (1)



**Application Deadline:** April 30, 2019 **Employment Term:** May 13 – August 30, 2019

CanoeKayak BC is the Provincial Sport Governing Body that encourages and provides opportunities to enjoy, participate and excel in paddle sports. We are seeking a mature and experienced individual to fill the role of Event Coordinator.

## **Duties:**

Work in collaboration with the Executive Director, Provincial Coach and member clubs:

- To ensure Hosting Agreements are signed and clubs are in compliance with the terms
- Liaise with local clubs in the lead up to the event
- Developing emergency action/safety plans for each event
- To enhance community support through marketing and sponsorship
- In conjunction with our Communications Coordinator, work with local media to enhance publicity of the event
- To oversee the hosting of events as directed including recruitment, training and assignment of volunteers
- Assist in the preparation of the facility, course and surrounding environment as directed
- Prepare and maintain an inventory of Event Kit materials
- Oversee the care, maintenance, sign out, billing and return of all Event Kit equipment/materials
- Ensure that all necessary equipment/supplies are on site a minimum of 24 hours prior to the start of the event and in good working order
- Assist with event set up insuring the visibility of a CKBC presence
- Develop a template to provide the Chief Official with any information that should be shared at the Coaches/Officials pre event meeting
- Ensure that programs are printed and distributed in a timely manner
- Provide the Communications Coordinator with photos of the event
- Ensure that results are distributed/posted in a timely manner
- Oversee the statistical record keeping of the programs reporting to the Finance Contractor prior to the event for participation invoicing
- Prepare a season end report on participation numbers, successes/challenges and improvement suggestions

## **Prerequisites:**

- Funding for this position is dependent on receipt of a Canada Summer Jobs grant. As such applicants must:
  - Be between the ages of 15 years and 30 years and legally entitled to work in Canada;
  - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the immigration and Refugee Protection Act

## **Qualifications:**

- Leadership, organization and effective communication skills are essential
- Mature, innovative and able to work independently in multiple environments
- Acceptable Criminal Record Check required
- CPR and First Aid certificates

## **Beneficial**

- Pleasure Craft Operator Certification
- Event management experience
- Multidiscipline paddling experience

**Salary**

- This is a salaried contract position requiring evening and weekend work.
- Salary commensurate with experience.
- Accommodation in the lower mainland and transportation will be required.

**Submit your resume, cover letter and references to CanoeKayak BC – [blake@canoekayakbc.ca](mailto:blake@canoekayakbc.ca)**

**We thank all applicants for their interest, however, only those being considered will be contacted.**