

Program Coordinator (Vancouver)

Make an impact on the water!

The False Creek Racing Canoe Club (FCRCC), established in the 1980s, is seeking a dynamic athletic professional to build our programming and take our club to its next level. Through a transitional period in our club's existence, the Programmer will be able to shape our activities, programs, and clinics, help us build a solid financial footing and, in the COVID-19 reality, develop new ways to engage paddlers. If you are a paddler and want to make an impact at a nationally recognized club with a history of sending competitors to national and international competitions, we need you.

Roles and Responsibilities include (but are not limited to):

- Define, develop, and provide resources and opportunities for paddler development, including programs and coaching structures for the club disciplines (Outrigger, Dragon Boat, Flatwater)
- Coordinate, advertise, and manage programs, special events, and races, and assist discipline reps
- Proactively source out grants and write grant submissions
- Manage small boat reservations and usage
- Maintain the club's social media presence, including advertising/promotional plans for club membership
- Liaise with the False Creek Community Centre, local clubs, National teams, Provincial, National and other sport associations (e.g. ViaSport, Sports BC)
- Work to raise the club's profile, both locally and nationally
- Support Executive Board initiatives and sub-committees

Core Qualifications and Experience:

- Knowledge of competitive paddling in outrigger, dragon boat and sprint canoe-kayak or surfski and knowledge of the paddling community at large
- Experience in developing sport training programs
- NCCP Coaching Certification or equivalent
- Minimum 1 year experience mentoring, inspiring, and coaching youth, adults and senior
- Knowledge of the grant-writing process
- Proven organizational, administrative, social media, and interpersonal skills
- Understanding of budgeting and the ability to operate within a budget
- Ability to draft club documents, policies, and procedures
- Post-secondary education or equivalent skills and experience
- Willingness and vision to take on a leadership role to develop the club and raise its profile
- Familiarity with [FCRCC](#) preferred

Compensation:

This is a one-year contract position (average of 15-20 hours per week; fluctuates throughout the year); with a 3-month trial period. Wage range of \$24-\$32 per hour based on qualifications and experience.

TO APPLY

Please submit a cover letter and résumé in PDF format to fcrc.hr@gmail.com by April 12, 2021, 11:59 pm Vancouver time (PDT). Résumés received after this time will not be considered. Email submissions only; no mail applications or phone calls.

Thank you to all applicants in advance for your interest in this position. Only those applicants selected to participate in the interview process will be contacted.