

Position: Summer Student Program Coordinator

Number of Positions: 3

Duration: 8 weeks with potential for ongoing employment

Location: Vernon Dragon Boat & Rowing Club, 7730 Lochdale Rd Vernon

Pay: \$19 per hour

Hours: 30 hours per week

About Us:

VRDBC is dedicated to sharing the benefits of sport equally with our community, regardless of age and ability. Through rowing and paddling sports, we strive to encourage participation, personal challenge and the pursuit of excellence from grass roots to the Olympic and Paralympic podium. VRDBC broadens access to sport by offering programs and events that encourage broad participation. It is hoped that by encouraging participation, personal challenge and the pursuit of excellence, we will foster healthier and happier individuals, and a stronger community.

Job Description:

As a Summer Student Program Coordinator, you will play a vital role in supporting our organization's mission by assisting with the planning, coordination, and execution of various programs and events throughout the summer. You will work closely with our team to ensure the smooth operation of activities and provide a positive experience for all participants.

Key Responsibilities:

- Programs:
 - Adult and Youth Learn to Row and Learn to Paddle Programs:
 - Instruct technique, safety, and boat handling skills to novices.
 - Ensure participants have fun and lessons are dynamic.
 - Equip individuals to transition to ongoing programs.
- Para Rowing:
 - Inclusion of athletes with disabilities in all on-water practices.
 - Cater to novices to national team level participants.
- Dynamic Opportunities for Youth Rowing Program:
 - Cater to youth at-risk and those with disabilities.
 - Build morale, trust, self-esteem, teamwork, and patience.
- Assisting in Coaching of Team Practices:
 - Supervise and communicate practice plans clearly.
 - Detect technical errors and provide individual corrections.

- Seniors 55+ Dragon Boat Team:
 - Focus on gently building fitness and fostering camaraderie.
 - Work as steers person or drummer with the team.

- Equipment Safety:
 - Regular checks on equipment to ensure safety.
 - Basic rigging included for optimal equipment preparation.
 - Cleaning and tidying of the equipment and site.

Events:

- Open Houses:
 - Offer free come and try days to the wider community.
 - Cover introduction to the club, sporting opportunities, and rowing/paddling.

- Come and Try Para Camps:
 - Offer exposure to rowing opportunities in collaboration with community partners.

- Lap the Lake Regatta:
 - Recruit volunteers and communicate roster of duties.
 - Assist in creating the race grid and act as Safety Officer during the regatta.
 - Assist with other duties as assigned by the regatta committee & club manager.

- Vernon Dragon Boat Festival:
 - Recruit volunteers and assign duties.
 - Communicate rosters, duties, and contacts with volunteers.
 - Assist with other duties as assigned by the festival committee & club manager.

These responsibilities are essential to the successful operation and promotion of VRDBC's programs and events. Your dedication and attention to detail will contribute significantly to the club's success in providing inclusive and dynamic opportunities for all participants.

Qualifications:

- Strong organizational and time management skills.
- Passion for sports and physical activity.
- Excellent communication and interpersonal skills.
- Ability to work effectively both independently and as part of a team.

- Previous experience in sports administration or event coordination is an asset, however full training will be available.

Eligibility:

These positions are supported by the Canada Summer Jobs program which requires candidates to be between 15 and 30 years of age at the beginning of the employment period, be a Canadian citizen or permanent resident and have a valid SIN number.

How to Apply:

Interested candidates are invited to submit their resume and cover letter outlining their qualifications and relevant experience to info@vrdbc.com from April 12, 2024 . Please include "Summer Student Program Coordinator Application" in the subject line.

Deadline for Applications: June 22, 2024

Join our team and make a positive impact on our community's sports and recreation programs this summer!

VRDBC is an equal opportunity employer and welcomes applications from individuals of all backgrounds. Accommodations are available upon request for candidates taking part in all aspects of the selection process.