



## Saskatoon Canoe Club

### Employment Opportunity

Organization:	Saskatoon Canoe Club (SCC)
Job Title:	Boathouse Supervisor
Position Type:	Summer
Location:	Saskatoon, SK
Hours per Week:	35 hours
Position Start Date:	July 11th, 2020
Position End Date:	Sept. 5th, 2020
Salary Range:	\$17.00/hr.
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• Welcome SCC members as they arrive at the boathouse</li><li>• Help members select appropriate paddling equipment and adjust it for their use</li><li>• Help administer the club's online member registration and orientation system</li><li>• Organize and deliver boathouse tours to new members</li><li>• Lead informal 2-hour Recreation Division group paddling sessions on the South Saskatchewan River</li><li>• Lead short information/demonstration sessions on entry-level paddling topics for members</li><li>• Inspect paddling equipment for damage; perform simple repairs and make arrangements for complex repairs</li><li>• Keep the boathouse clean and tidy</li><li>• Work with the board to digitize the boat sign-out system</li><li>• Monitor boathouse and equipment use and report any problems to the SCC executive</li><li>• Help member trip-leaders to plan club trips</li><li>• Other duties as assigned</li></ul>

<p>Qualifications:</p>	<p>You are:</p> <ul style="list-style-type: none"> <li>● A self-starter who can be counted on to independently perform the tasks the job entails</li> <li>● Driven to help others and share your passion for paddling</li> <li>● A good communicator, comfortable speaking to groups of up to 15 people in a friendly and engaging manner</li> <li>● Flexible to switch from one duty to the next</li> <li>● Comfortable using a computer with email, word processing, spreadsheet, and web browser software</li> <li>● Knowledgeable about the design features of recreational canoes and kayaks and how these affect the user's experience</li> <li>● Comfortable with safely canoeing and kayaking on the South Saskatchewan River in Saskatoon</li> <li>● Able to work evenings and weekends</li> <li>● Aged 15-30 inclusive on May 11th, 2020</li> </ul> <p>You have:</p> <ul style="list-style-type: none"> <li>● Your own mobile phone</li> </ul> <p>Helpful Assets:</p> <ul style="list-style-type: none"> <li>● First Aid / CPR certification</li> <li>● Respect in Sport certification</li> <li>● More advanced Paddle Canada canoeing/kayaking certification</li> <li>● Marathon canoeing experience</li> <li>● Coaching experience</li> <li>● Paddling equipment repair skills/experience</li> <li>● Access to a vehicle</li> <li>● Skills to tow a canoe trailer with a vehicle</li> <li>● Paddle Canada Lake Canoe Skills Intermediate Tandem certification or equivalent skills/experience</li> <li>● Paddle Canada Level 1 Sea Kayak Skills certification or equivalent skills/experience</li> </ul>
<p>Additional Information:</p>	<p>A typical schedule for this position would be approximately 09:30 to 18:00 Sat. and Sun., 12:00 to 20:30 one weekday, and 15:30 to 21:00 two weekdays. You will be sharing the workload with other boathouse supervisors, with some shifts overlapping and some shifts on your own. Scheduling details will be negotiated between the boathouse supervisor(s) and SCC leadership.</p> <p>A criminal record check will be required as a condition of employment.</p>
<p>Application Documents Required:</p>	<p>Cover letter (including scheduling availability), résumé</p>
<p>Submission Method:</p>	<p>By email to <a href="mailto:membership@saskatooncanoeclub.org">membership@saskatooncanoeclub.org</a></p>
<p>Application Deadline:</p>	<p>July 6th, 2020</p>