



Title: Events Coordinator

Employer: Atlantic Division of Canoe Kayak Canada

Number of Positions: 1

Work Term: May 28, 2018– August 25, 2018 (13 weeks)

Job Description: The Events Coordinator will be involved in gathering, collating, verifying and publishing data, schedules and results as well as event organization for the weekly regattas held on Lake Banook, Dartmouth by the Atlantic Division. These duties extend to events held away from Lake Banook and running during weekdays and weekends.

The student will be under the direction of the Administrative Manager, a staff position of the Atlantic Division. The Administrative Manager will arrange the training and performance evaluation for the student, monitoring the weekly activities, and approving operating plans, verification of statistics and weekly working hours. The student will also work on a general basis with one of the Vice Flag Officers (Volunteer Executive positions) responsible for the specific paddling age group racing and the Regional Coach.

The person for this position requires good computer skills in word processing, spreadsheets and familiarity with website maintenance. The position requires good planning and time management capability, attention to detail and good interpersonal skills as interaction with many different age groups of people is necessary.

The job will entail a significant amount of time near or on the water. The Atlantic Division will organize and educate the individual in the Canoe/Kayak Canada (National Body) code of safety and provide an emergency contact list. Safety equipment such as personal flotation devices (life jackets) and other required on water safety equipment is available for each employee.

Weekend work is required and you must be returning to school in September.

Work tasks will include:

- Organizing the timely notification of Provincial paddling Clubs for event entry requirements for the summer.
- Overall event organization and support.
- Organizing the meals for the officials and on water assistants, including budget preparation.
- Organizing the Provincial entries for the National Championships.
- Preparation of racing schedules for weekly events both on site and off site.
- Racing result collation and real time publication at the racing site.



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- Data entry, updating and analysis of weekly racing results to ensure individual paddler and Club points accumulation are correct for end of season awards and funding assistance.
- Weekly update and maintenance of the Atlantic Division website for results and advance notice of events, and other website related activities.
- Identification and publishing of new record race times.
- Assisting preparation of media releases.
- Assisting the Management with office duties as directed.
- Maintain a duty log.
- Must be available some evenings and weekends.
- Attend meetings as directed by the Executive or Administrative Manager.
- All other duties as assigned by Management.