



## **Atlantic Division CanoeKayak Canada**

PO Box 295 Station Main

Dartmouth NS B2Y 3Y3

(902) 466-9925 [www.adckc.ca](http://www.adckc.ca)

### **Position: Site Coordinator**

### **Purpose: An anticipatory contest to assess interest in the position**

### **Start Date: April 2018**

### **Description:**

The purpose of the Site Coordinator is to maintain the efficient and safe operation of the assets of the ADCKC. To do this, the Facilities Manager requires a number of different traits, as well as necessary experience and knowhow.

The position is highly flexible in hours: from May to September it is largely full-time work, while from October to April it is part time. While day-to-day hours are flexible, events often require the Site Coordinator to arrive early and leave late.

The ADCKC is comprised of two buildings, four sets of docks, eleven motorboats, numerous canoes and kayaks, three trailers, an off-site storage container, and an ICF start system. The main building houses the maintenance bay and two boat/storage bays downstairs, and offices, washrooms and a weight room upstairs. To maintain this infrastructure, the Site Coordinator engages in light carpentry, painting, metal work, and light mechanic work, anchoring and mooring, as well as other site-specific tasks.

The ADCKC has been identified as a Centre of Excellence by Canoe Kayak Canada and is one of the main support centers for National Team athletes training in Nova Scotia. The Site Coordinator supports the athletes by ensuring the safe and effective status of the building and docks.

Through a Community Partnership, the ADCKC manages a nine lane, 1000m ICF racecourse made up of over 450 buoys owned by HRM. It is the responsibility of the Site Coordinator to coordinate the installation, maintenance, and removal of the racecourse for each competitive season. Through the same partnership, the ADCKC has been identified as the sole provider of services on the lake. As a result, the Facilities Manager also supports non-canoekayak events on Lake Banook including rowing, triathlon, dragon boat, and distance swimming.

During the busy summer months (Mid May to the end of August), the ADCKC hires two Course Technicians to assist the Site Coordinator. The Site Coordinator is responsible for hiring, scheduling, and supervising the Course Technicians, as well as instructing them on how to complete the tasks they are assigned.



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At all times, the Site Coordinator must maintain close communication with the Manager, as well as the Facilities Chair. The Facilities Chair is a volunteer position held by one or two people who have extensive knowledge of the lake and the ADCKC. The Site Coordinator reports directly to the Facilities Chair and often works closely with the Facilities Committee throughout the year.

The successful candidate must demonstrate their ability to do the following:

- Work directed and undirected
- Prioritize work
- Time management
- Hire, supervise and schedule staff
- Work closely with volunteers, staff, contractors, and government
- Comply with OH&S
- Operate a variety of tools and equipment
- Work on water and in all conditions
- Manage the facilities budget
- Fiscal responsibility
- Effective communication, written and oral
- Problem solve

Preferred Traits:

- Ability to design and implement solutions
- Flexible work hours

Required Qualifications:

- Valid Class 5 or better Driver's License
- High School Diploma or equivalent

Preferred Qualifications:

- Pleasure Craft Operators Card
- First Aid Certified
- WHMIS Training

**Please submit a Covering Letter (500 words maximum) and Résumé to Robin Thomson, Manager ADCKC by email: [robin@adckc.ca](mailto:robin@adckc.ca) or in person at 34 Boathouse Ln, Dartmouth, NS.**

**If you have any questions, please contact Robin Thomson, 902-466-9925.**

**Applications Due February 2nd at 12:00pm**



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