

Job Summary:

The Paddling Camp Manager oversees a paddling camp for children aged 8–15, ensuring a safe, fun, and educational experience. Responsibilities include managing camp operations, supervising staff, safety oversight, and communication with parents and campers. The ideal candidate has a strong background in paddling sports (outrigger, surfski, SUP), excellent leadership skills, and a passion for outdoor education. The role also involves digital tasks, including assisting with camp sign-ups, managing attendance online, and collaborating with the Digital Marketing Coordinator. All equipment, plus a sports jersey and cap, are provided.

Key Responsibilities:

1. Program Management:
 - Plan and manage camp schedules, activities, and events, ensuring they're safe, engaging, and age-appropriate
 - Develop safety and risk-management procedures for all activities
 - Work with local authorities and harbour stakeholders. Duties require outdoor work in varied weather and occasional evening or weekend hours
 - Collaborate with the Digital Marketing Coordinator to create and execute online campaigns and promotional strategies
2. Staff Supervision & Leadership:
 - Train and supervise instructors, counsellors, and volunteers; provide feedback and evaluations
 - Communicate with the Commodore, lead staff meetings, and clarify camp goals.
 - Foster a positive work environment, modeling professionalism, safety, and appropriate behaviour
 - Manage virtual communication with staff, ensuring they have the tools and information needed for daily operations
3. Safety & Risk Management:
 - Perform daily safety checks of equipment and water conditions.
 - Maintain emergency contacts and act as first responder during emergencies.
 - Track incident reports digitally, ensuring accurate documentation
4. Camper Engagement & Experience:
 - Build strong relationships with campers, promoting a positive, inclusive environment
 - Organize camp-wide events or competitions and capture digital content (photos/videos) to share with families
 - Work with the Digital Marketing Coordinator to showcase camper activities via newsletters and social media
5. Parent & Community Communication:
 - Serve as the main contact for parents, addressing questions, concerns, and updates
 - Manage digital communication platforms (email, parent portals), providing camp updates, schedule changes, and sign-up information
 - Participate in community engagement events, including virtual presentations to promote the camp
6. Environmental Stewardship:
 - Educate participants on the importance of environmental protection, focusing on climate change impacts on waterways
 - Highlight issues such as pollution, habitat destruction, and water conservation
 - Encourage paddlers to actively preserve local ecosystems and advocate for sustainable urban practices that protect the natural environments we rely on for paddling
7. Administrative Duties:
 - Assist with budgeting and supply management
 - Ensure accurate completion of forms, waivers, and camper records, both digitally and physically
 - Support marketing efforts by creating content and updating social media
 - Manage camp registration, confirming spots, handling sign-ups, and addressing administrative needs

Qualifications:

- Experience:
 - Background in outdoor education, paddling instruction, or youth camp management
 - Strong experience in paddling sports (outrigger, surfski, SUP). Certifications are an asset
- Skills:
 - Leadership, communication, and organizational skills
 - Comfortable managing both in-person and digital tasks
 - Knowledge of water-sport safety, risk management, and emergency procedures
- Certifications:
 - CPR/First Aid "C" certification (or willingness to obtain).
 - A current Vulnerable Record Check is required if 18+ (or willingness to obtain).
- Personal Qualities:
 - Passion for outdoor recreation and youth sport
 - Energetic, adaptable, and positive attitude

Work Conditions:

- Ability to work outdoors in varying weather conditions.
- Capacity to lift equipment up to 20kg.
- Fixed weekdays July 2 - August 7 8:30 to ~4pm with other flexible hours, including some evenings and weekends

Employment information:

- Age: maximum age is 30 years, as funding is provided in part by a Canada Summer Jobs grant.
- Estimated total number of hours: 280 (over 8-12 weeks)
- Hourly wage rate: \$20.00 (base)
- 4% vacation pay will be added to each paycheque
- Minimum \$1/hr performance bonus with satisfactory review payable on job completion
- Bi-weekly pay period with direct deposit
- Job location: Wai Nui O Kanaka Outrigger Canoe Club @ 128 Water Street, Oakville