



Atlantic Division CanoeKayak Canada

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Operations Coordinator, Atlantic Division CanoeKayak Canada (ADCKC)

Start date: January 15, 2024

Term: 1-year

Position type: Flexible, blended part-time & full-time based on seasonal workload

Job Location: Blended remote and main location in Dartmouth, NS

The Operations Coordinator will work alongside the ADCKC Technical Director, Facilities Manager, Provincial Coach, and Board of Directors to facilitate realization of the strategic vision for ADCKC. The Operations Coordinator will play a critical role in day-to-day operations and facilitating others to optimize performance and efficiency in the workplace. This leader will work closely with ADCKC staff, key stakeholders, and clubs to support operations and programming.

The successful Operations Coordinator is an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative duties and staff support-related tasks and able to work independently with little or no supervision. Well organized, flexible, and enjoys the administrative challenges of supporting a Team of diverse roles.

Ultimately, the Operations Coordinator should be able to ensure the smooth running of the ADCKC and help to improve the quality of programs through day-to-day operations.

The ideal candidate will have:

- Relevant training, education, **and/or** experience in managing a workplace and interprofessional team
 - Relevant experience may include previous work as an office manager, administrative assistant, etc
- Inquisitive and solutions-oriented approach to complex problem solving and connecting integrated aspects of operations
- Effective in crisis management and conflict resolution
- Strong financial literacy
- No outstanding status with a CKC member club
- High proficiency with Microsoft 365 products (Outlook, Word, Excel, etc.).
- Strong interpersonal skills and the ability to connect individuals to reach goals
- Attention to detail and a willingness to suggest improvements
- Knowledge of the Atlantic and Canadian Canoe Kayak sport system or private sector business systems
- Meet all Canoe Kayak Canada screening requirements

Reporting: Day-to-day reporting is to the ADCKC Technical Director. Further reporting is to the ADCKC Board of Directors.

Duties and Responsibilities:

The primary duty and responsibility of the Operations Coordinator is to improve the efficacy of decision-making process for all staff in order to appropriately service the canoe/kayak clubs and community. The following duties and responsibilities are an overview and may shift in relevance and priority over time in order to reach these goals or to pivot in a new direction. This list is not exclusive and may be adjusted by the Board of Directors in collaboration with all full-time ADCKC staff.

Cultural

- Facilitate supportive and healthy respect for others while encouraging compassionate competitive spirit in sport
- Address behaviours counterintuitive to adopted values of Clubs, ADCKC and CKC
- Support the sharing of knowledge to further the sport for the benefit of all participants

Event delivery

- Coordinate and book all necessary staff and volunteers for events
- Support regatta delivery
- Develop post-event report and survey templates

HR & Financial Reporting

- Staff grant facilitation & job recruitment process management
- Staff orientation development
- Insurance renewal
- Payroll management
- Payables & receivables processing

Administrative

- General contact directory
- Annual General Meeting management
- Membership database report generation
- Website management
- Meeting coordination

Stakeholder Communication

- Compile reporting requirements from staff
- Communicate reporting requirements and timelines to Member Clubs & provide assistance when appropriate
- Facilitate club checklist completion

Organizational Duties

- Support ADCKC staff where requested
- Support regatta / event delivery as a representative of ADCKC

Other Duties

- Consult other Provincial Sport Organizations and partners for administrative best practices so ADCKC can grow and evolve with the amateur sport landscape
- Other duties as directed by the ADCKC Board of Directors

ADCKC is committed to ensuring our recruitment, selection processes and work environment are inclusive and barrier-free. At ADCKC, we celebrate and welcome the diversity of all employees and believe that having a team of individuals with different backgrounds, views, experience and capability working together makes us stronger and better as an organization.

Benefits of working with ADCKC include health insurance or a monthly subsidy for similar plans, paid time off, and an annual professional development budget.

Compensation will be competitive with the standard of expectation and commensurate with experience.

To apply, please send your cover letter and resume to **ADCKC Vice Flag Officer, Peter Courtney**, at viceflag@adckc.ca by **11:59pm on Monday, November 20, 2023**. We thank all applicants for their interest; however, only those selected will be offered an interview opportunity. Candidates should be prepared to briefly present and discuss their vision for enhancing the existing structure and operations at ADCKC.