

# OFFICE MANAGER

The North Bay Canoe Club (NBCC) is hiring an **Office Manager**. The Office Manager will be the primary contact for parents and the public. NBCC has over 45 years of experience in the development of new and experienced paddlers. NBCC is located on beautiful, clean Trout Lake. Interested candidates can email cover letter and resume to the NBCC board of directors at [jobs@northbaycanoecub.ca](mailto:jobs@northbaycanoecub.ca).

This is a full-time position during July and August with part-time hours available during May and June. **Compensation is commensurate with qualifications and experience.**

Responsibilities Include:

- Register participants
- Update club files
- Greet parents
- Assist with organizing NBCC regatta
- Arrange accommodation for coaches for out of town regattas
- Assist with payroll, expense reports and issuing receipts
- May be required to assist with paddle camps as required

**Requirement:**

- Highly organized
- Basic computer skills
- Effective communication and problem solving skills
- CPR, Standard First Aid certification
- Pleasure craft operator card
- CKC Community Coach Certification would be an asset
- Sport Management training would be an asset
- Familiarity with the sport of canoe/kayak would be an asset
- Previous clerical experience would be an asset
- Acceptable criminal background check

We are an equal opportunity employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), the North Bay Canoe Club will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability-related accommodations, please inform us at the time of application. We thank all applicants for their interest; however only those selected for an interview will be contacted.

**Application deadline: March 2nd, 2018**