



## **Position: Office Manager**

The Office Manager will be the primary contact for parents and the public. 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:**

- 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

### **Application deadline: March 6th, 2020**

Interested candidates can email cover letter and resume to the NBCC board of directors at [jobs@northbaycanoecub.ca](mailto:jobs@northbaycanoecub.ca) .

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.