

# LEAD CANOEING INSTRUCTOR

Reporting to the Club Manager, the Lead Canoeing Instructor is responsible for developing and teaching the RYC canoeing curriculum to the Ontario Recreational Canoeing and Kayaking Association standards (ORCKA). The Canoeing Instructor will also evaluate students for the purpose of progression.

## Positions Available for 2026 Summer Season

- One (1) full time Lead Canoeing Instructor

## Minimum Qualifications

- Standard First Aid and CPR
- Successful Police Background Check (Vulnerable Sector Screening) \*18 years or older
- ORCKA Basic Canoe Instructor certification
- Lifesaving Society Bronze Medallion certification or higher

## Preferred Qualifications

- National Lifeguard Service certification (Recommended)
- Pleasure Craft Operator Card

## Responsibilities

Specific responsibilities include, but are not limited to:

- Ensure the safety of RYC Members and guests at all times
- Maintain safety and cleanliness of Club and RYC grounds at all times
- Assist other instructors and programs on and off water as needed depending on weather conditions or special program
- Complete assigned chore when RYC afternoon program ends
- Provide First Aid where necessary
- Promote RYC and discipline(s) at all levels
- Assist with both RYC Dock In and Dock Out Days
- Attend and participate in Closing Banquet
- Attendance and participation at a minimum of 2 Jr. Board events
- Collaborate with fellow Canoeing Instructor(s) to plan and deliver safe lessons
- Adhere to schedule by ensuring lessons begin and end promptly
- Maintain notes on student progress
- Prepare weekly and monthly progress reports as needed
- Develop afternoon lesson plans based on ORCKA canoe levels, progressing from Level 1 to Level 4, (preferably with each level corresponding with their RYC group year.)
- Design morning lessons following RYC-approved skill levels, ensuring students complete all skill levels by their final year.
- Adjust daily and weekly lessons to accommodate weekly students of all skill levels while still integrating them into the seasonal classes
- Notify Club Manager of any schedule changes
- Set up all necessary equipment for classes with other Canoeing Instructor(s) and/or students
- Able to handle physical demands of paddling and lifting equipment
- Promptly notify Club Manager and Canoeing Advisor of any equipment problems
- Collaborate with Canoeing Advisor to coordinate Canoe Trip
- Any reasonable duties assigned by the Commodore(s) or Vice Commodore(s)