



**REGIONAL DISTRICT OF CENTRAL KOOTENAY
Nelson and District Community Complex**



**Summer 2012
Sailing Assistant – Summer Camps**

The Nelson & District Community Complex (NDCC) in partnership with the Kootenay Lake Sailing Association is currently inviting applications to apply for the position of **Sailing Assistant – Summer Camps**. Reporting to the Recreation Programmer, the successful candidate will be responsible for the planning and delivery of School Aged Summer Sailing Programs on the shores of Kootenay Lake in Nelson, BC. This is a seasonal position scheduled for the month of July and August 2012. Based on SIX weeks of scheduled programs, staff will work up to 40 hours a week, Monday thru Friday. The Sailing Assistant may be offered an additional two weeks of work in other NDCC Recreation Summer Camps in lieu of available Sailing Programs. Summer Program Staff will work mornings, afternoons or occasional evenings. Staff Orientation and planning will begin the week of June 18, 2012. Assistance with securing accommodation in Nelson for the summer will be provided

Duties will include:

- Program development, planning and delivery
- Active participation in all program activities
- Daily communication with the Recreation Programmer
- Communication with parents of summer program participants
- Overall safety of participants and adherence to NDCC Occupational Healthy and Safety standards.
- Program prep and clean-up, including secure boat/equipment storage
- Monitoring and inspection of boats/equipment to ensure good working order
- Report safety hazards or required boat/equipment repairs to the Recreation Programmer
- Deal with First Aid Situations including completion of all paperwork and reporting to supervisor
- Email communication
- To provide a high standard of instruction and service to all customers

Preferred qualifications include:

- Understanding of child development including knowledge of effective behavior management strategies for school aged children
- Capable of working independently and as part of a larger organization team
- Creative problem solver
- Capable of lifting up to fifty pounds
- Ability to communicate effectively and positively with our customers and staff
- 1yr of related work experience in the area of recreation sailing programs, delivery of school based curriculum or a related area of employment.

Required Qualifications:

The Assistant Instructor must be CANSail Trained, and CYA trained to teach CANSail 1 & 2 **OR** CANSail 3 & 4, as well as Wet Feet/Opti trained (a training session can be arranged over the May long weekend in Kelowna). All prerequisites must be up to date, and CYA dues paid for 2012.

- All candidates must hold a current CPR "C" and Standard First Aid certification or equivalent.
- Criminal Background Check is required.

Note:

This position may require applicants to meet Service Canada Summer Grant Guidelines, which require: 1) applicants to have previously attended university or college level courses in the previous six months and 2) Be returning within the next two semesters to university or college level courses.

CA Summer Grant Service Awards are yet to be award to our agency. Please feel free to apply as awards are not determined for this position.

Compensation:

Rate of pay will be \$14.50/hr, plus 4% in lieu of benefits. This position is open to both male and female applicants.

APPLICATIONS in the form of a resume and cover letter detailing qualifications and experience relative to the position will be accepted by the undersigned until 4:00pm on Friday, May 4, 2012 .

We thank all applicants but only those considered will be contacted. The RDCK is an equal opportunity employer.

Rebecca Wheeler, Recreation Programmer
Nelson and District Community Complex
305 Hall Street, Nelson, B.C., V1L 5X4
Fax: (250) 352-3812
e-mail: rwheeler@rdck.bc.ca