

## ASSISTANT HEAD COACH JOB DESCRIPTION

### OBJECTIVES:

1. Promote an instructional, fun, supportive, and organized environment
2. Enjoy, motivate and gain respect of children ages 9-15
3. Promote teambuilding and fair play
4. Treat all children with equal opportunity and respect
5. Excite children about kayak/canoe paddling and encourage them to continue
6. Work with town and outside groups and attend town scheduled meetings
7. Ensure registration lists and contact information are up to date
8. Ensure programs are run safely

### REQUIREMENTS:

1. Canoe Kids Course Certification
2. NCCP Certification
3. Standard First Aid 2 CPR Level "C"
4. Pleasure Craft Operator Certification
5. Knowledge of RHCC Policies
6. Any programs as required by the Town of Richmond Hill
7. Knowledge of standard computer software programs (word, excel etc.)

### DUTIES:

1. Supervise and schedule junior coaches
2. Work with head coach to develop and implement paddling programs
3. Run training programs for advanced paddlers
4. Supervise high performance and advanced athletes when head coach is unavailable
5. Recruitment activities
6. Liaise with Town of Richmond Hill Parks & Recreation staff
7. Manage club communications external and internal (phone, e-mail)
8. Ensure compliance with club safety standards.

DEADLINE: Mar. 31, 2010

APPLY TO: [info@rhcc.on.ca](mailto:info@rhcc.on.ca)