

## Sunnyside is Hiring!



<b>Job Title</b>	Youth Program Director
<b>Report Location</b>	1755 Lake Shore Blvd W, Toronto, ON M6S 5A3
<b>Company Overview</b>	Sunnyside Paddling Club is a community-based non-profit organization dedicated to the promotion and facilitation of paddle sports. Sunnyside Paddling Club currently has over 800 members, most of whom participate on its Dragon Boat teams, making it North America's largest paddling club. This year, SPC is looking to renew its efforts to increase engagement amongst the youth population!
<b>Hours</b>	Summer hours will be contingent on the operating hours of school programs. Flexible off-season hours to design a program that delivers the best product throughout several checkpoints up to program launch.
<b>Job Description</b>	<p>The Youth Director should demonstrate a strong passion for all paddling sports (Dragon boat, Canoe, Kayak), enthusiasm with teaching youth, and a strong sense of accountability for their work. The key responsibilities encompass all aspects of the club's youth outreach.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"><li>● Program planning<ul style="list-style-type: none"><li>○ Develop in conjunction with general managers a comprehensive strategy for increasing youth participation in the sport (8-14)<ul style="list-style-type: none"><li>▪ Summer half-day program</li><li>▪ After-school program</li></ul></li><li>○ Create promotional opportunities within the club targeted at youth</li><li>○ Produce Financial Plan; researching costs to run a program</li><li>○ Develop documentation and systems for liability, parent release forms, parent secure pickup/ drop-off, late pickup policies, etc.</li></ul></li><li>● Program delivery<ul style="list-style-type: none"><li>○ Execute a fun multi-session paddling program</li><li>○ Prepare training aids and monitor paddler technical development</li><li>○ Provide constructive feedback to paddlers</li><li>○ Most importantly - create a safe, fun, and inclusive environment for youth and staff!</li></ul></li><li>● Leadership and Administration<ul style="list-style-type: none"><li>○ Supervise and mentor 2-3 staff</li><li>○ Oversee approximately 24 children (ages 8-14) per week<ul style="list-style-type: none"><li>▪ Half day program sessions for 6 weeks from July 2 until August 9</li></ul></li><li>○ Manage camp services (new sign ups, renewals, questions, etc.)</li><li>○ Prepare the camp area (i.e. ensuring proper supplies, maintain a clean and safe environment)</li><li>○ Provide updates and liaise with General Managers of SPC</li><li>○ Prepare material for Social Media</li><li>○ Ensure proper policies and procedures are in place and followed</li></ul></li></ul>

**Qualifications**

- current CPR First Aid
- current Bronze Medallion or Bronze Cross
- Vulnerable sector criminal record check
- Pleasure Craft Operator Certificate

**Job Requirements**

- Demonstrate a strong sense of leadership and passion to operate the program. Finding ways to continuously improve the program through listening, learning and executing
- The ideal candidate will be actively pursuing a background in Education OR Fitness OR Health Promotion OR Kinesiology OR Physical Education OR Business Management and be a current paddler (recreational, intermediate or advance)
- Must be detailed oriented multitasker
- Able to meet deadlines
- Must demonstrate excellent written and verbal communication skills
- Proactive; able to work autonomously with minimal supervision

**Remuneration** The role starts Immediately. Remuneration will consist of a fixed per hour rate during on-site youth programming and a variable portion contingent on hitting key targets for the program. Details to be negotiated.

Please email cover letter and resume to [andrew@sunnysidepc.ca](mailto:andrew@sunnysidepc.ca) and [khanh@sunnysidepc.ca](mailto:khanh@sunnysidepc.ca)