

Alberta Whitewater Association

Event Coordinator Assistant

Role Purpose

The Event Coordinator assistant is responsible for helping with the delivery of summer kayak events for Alberta Whitewater Association.

Primary Roles and Responsibilities

The Event Coordinator is responsible for helping with the organization, promotion, delivery and management of kayak competitions in the areas of:

1. Planning and coordination of kayak events
2. Media Relations and Promotion to the public to promote and market Alberta's kayak events
3. Online registration of participants for all events
4. Attending and supporting the National Championships and other festivals
5. Event Management
6. Maintain and manage a safe paddling environment and facilities including the Kananaskis
7. Maintain and manage all paddling equipment and Association assets
8. Communicate with Board, Staff and members
9. Support to Provincial Association programming including festivals, competitions and workshops

Organizational Structure

The Event Coordinator is accountable AWA and takes direction from the AWA Executive Director.

Working Conditions

The Event Coordinator has a flexible schedule that is coordinated around the Association's programs.

- Daytime and evening work
- Regular weekday activities and weekend special events
- Flex schedule that provides time-off in lieu for personal activities
- Regular travel for Association activities and to Association events (mileage will be compensated)
- Minimum 100hrs

Volunteer Requirements

The Event Coordinator is recommended to have the following qualifications.

Note: Some assistance may be available to upgrade these qualifications at the start of the season.

1. First Aid and CPR
2. Driver's License
3. Swiftwater Rescue (beneficial)

The Event Coordinator will have experience in event management and working with youth. A background in kayaking would be an asset.

Start Date: April 25

Closing Date: April 1

Please send your cover letter, resume Mike Holroyd – AWA Executive Director – admin@albertawhitewater.ca citing the position title in the subject line. We thank all applicants for their interest; however please note that only those contacted for an interview will be contacted.