



## Position Description

Position: **Learn-to-Paddle Program Manager**

Reports to: President - INCC Yarra Paddlers

Date: September 2021

### Purpose

The Learn-to-Paddle Program Manager (LTPPM) is responsible for managing the Learn-to-Paddle program for INCC Yarra Paddlers.

### Position in context

INCC Yarra Paddlers is a not-for-profit community sporting club incorporated in Victoria based at Fairfield Park, Fairfield. The governance of the club is overseen by a committee of volunteers who meet regularly to manage the long-term goals and day to day running of the club. There are approximately 350 members ranging in age from 9 to 80 years of age. The primary focus of the club is on recreational and competitive flatwater paddling.

The club's current coaching programs include a 3-session adult Learn-to-Paddle course run throughout the summer months, the Paddleroo program for primary school children over the age of nine and the Junior Squad for secondary students.

The LTPPM will oversee the development, delivery, operations, and logistics of the club's Learn-to-Paddle program in line with the strategic directions of the club. They will coordinate participants and coaches throughout the summer months, ensuring that the learning experience is fun, supportive, enriching, and safe.

The LTPPM will be employed by Paddle Victoria and seconded to INCC Yarra Paddlers.

### The Program

The Learn-to-Paddle program is designed for adults or families who are new to paddling or have not paddled flatwater kayaks before. The aim is for participants to develop basic skills and confidence in touring kayaks (usually a TK1) to ensure safe, independent paddling.

The program generally runs from October through to March each year. Each group course has a maximum of eight participants and runs for three two-hour sessions held over three consecutive weeks. Participants can also elect to undertake the course individually or with one other person. There is a higher fee for these 'private' courses and more scope to customise the program to participants' abilities.

## Duties and responsibilities

### Strategic

- Plan the coaching season ensuring a culture of fun and enjoyment for participants where each person feels a sense of achievement and is encouraged to reach their specific paddling goals.
- Ensure that the program goals are set, understood, and implemented by everyone involved in the program.
- Retain at least 90% of participants through to the end of each course.
- In consultation with the club committee, design and implement strategies which encourage participants to join the club after completion of their course.

### Management

- Promote the program to meet enrolment targets
- Assist with the recruitment and engagement of suitable coaches to work in the program.
- Respond to enquiries and communicate with participants prior to their course.
- Coordinate the participant bookings into groups and assign coaches.
- Communicate with participants following their course to facilitate ongoing engagement / membership of the club
- Oversee the coaches, ensuring best coaching practices are employed
- Mentor coaches and provide professional development opportunities.
- Ensure that the program operates within the set budget.
- Provide a report to the committee each month including any feedback, suggestions for improvements and new initiatives

### Administration

- In conjunction with the INCC Yarra Paddlers committee, design and implement a promotion campaign each year to recruit participants
- In conjunction with the Membership Co-ordinator ensure the sign-up procedure, including the collection and storage of personal, emergency, and medical information and arrangements for payment, is effective and that information is available to coaches as needed
- In conjunction with the Treasurer, organise reimbursement for coaches
- Set up communication protocols for coaches and participants

### Coaching

- Review, and if appropriate, revise the course activities to ensure best practice
- Coach at least one session per week

### Safety

- Ensure that suitable equipment is available and kept in good order
- Oversee the safety of paddlers and coaches
- Develop a risk management plan for the program

## Key contacts

- INCC Yarra Paddlers club President
- INCC Yarra Paddlers committee members
- Program participants – Paddlers
- Coaches
- INCC Yarra Paddlers club members
- Paddle Victoria

## Person specification

### Essential

- A kayak coaching qualification, experience and knowledge in flatwater paddling
- Proven leadership and management skills
- Excellent verbal and written skills
- Experience in managing a sport, educational or related program for adults
- The ability to lead and develop a successful program
- Excellent interpersonal, organisational and communication skills
- The ability to motivate and inspire paddlers to continue in the sport
- Working with Children's Check

### Desirable

- A tertiary qualification in education, sport management, physical education or similar
- Experience in managing a kayak program

## Time commitment

The administration responsibilities are expected to average 2 hours per week across the season. The LTPPM will also be expected to coach for a minimum of 2 hours a week.

## Remuneration

This position is offered as a casual individual flexibility agreement contract under the Sporting Organisational award, Level 3 Coach.

Payment for coaching hours will be at the same rate as other responsibilities.

*INCC Yarra Paddlers is committed to the safety and empowerment of all its members and aims to provide a safe, inclusive environment in which people can prosper and thrive. INCC has zero tolerance for child abuse and is committed to preventing child abuse through identifying risks early and removing or reducing these risks.*

**For more information, contact Deb Bennett on 0418 562 617**

**Applications via email to [info@incc.org.au](mailto:info@incc.org.au), due by Friday October 1**