

Employment Opportunities



The Ottawa River Runners (ORR), an Ottawa Whitewater Kayaking Club and non-profit organization located in Ottawa ON, has the following full-time summer 2024 job openings:

- **Head Instructor Summer Camps/Programs**
- **Assistant Instructors Summer Camps/Programs**

We are looking for outgoing self-motivated individuals who like working with children, and are keen to impart their knowledge of whitewater kayaking and to develop lifelong paddlers. The Summer Camps and Summer Programs take place at the Pumphouse/Tailrace kayaking course in downtown Ottawa, or at Bates Island. Some Ottawa river-runs will be required as part of our Camps' Plan. The positions run from the last week in June until the end of August and the work-week is weekdays, 32-40 hours per week. There is a requirement for some evening hours and weekend work throughout the term, including some kayak instruction for adult programs.

Due to government summer grant, generally the core positions require availability for 8 weeks, although a slight amount of flexibility around that may be possible. Some part-time work earlier/later than late June to end of August may also be required/available.

There may be part-time opportunities for just a few hours a week, or for only portions of the season. If interested in such positions, please also submit a resume and clarify your availability/desires.

The Head Instructor will be responsible for preparing and planning the activities for the summer camps and programs, and providing day to day flat-water and white-water kayak instruction to children and youth. A handbook is available to help with this work, and teaching/training from prior instructors may be arranged. You will supervise the children in off-water camp activities, and you will provide guidance to the assistant instructor(s). You will orient and train instructors in activities and camp routines to include safety and procedures for emergency situations, and may prepare and update the Camp Manual as required. You will prepare equipment and might be required to help with minor equipment repairs and to provide input on required equipment purchases. You will provide a year-end report on the Camps, and give feedback on programs and assistant instructors. You may be required to support some marketing of the camps and communicate with parents in advance of the camps and during the camps.

The Assistant Instructor(s) will have similar responsibilities to the Head Instructor, but without some of the administrative, supervisory and planning duties. You will work under the supervision of the Head Instructor.

Candidates will require the following qualifications: Whitewater Kayak Instructor Level 1 or higher, Standard First Aid. National Lifesaving and Swift Water Rescue certifications will be considered additional assets. **Some financial assistance will be provided for successful candidates who are in the process of getting these certifications before the summer.** Knowledge of slalom kayaking, bilingualism, and a drivers' license, are also considered assets but are not required.

The rate of pay ranges from \$16-\$28 per hour depending on the position, your qualifications and prior kayak instruction experience.

Information regarding our summer camps and programs may be found on our website www.ottawariverrunners.com

Please apply by sending your resume, and any additional information (references, etc) to jobs@ottawariverrunners.com. Those applying for the Head Instructor position should apply by April 27th, while those applying for Assistant Instructor positions should apply by May 11th, (although the sooner the better).

Successful candidates will be required to have a Police Record Check (PRC) and to provide references upon request.