

Employment Opportunity



The Ottawa River Runners (ORR), an Ottawa Whitewater Kayaking Club and non-profit organization located in Ottawa ON, has the following part-time 2025 job opening:

Director/Coordinator – Summer Camps and Programs

We are looking for an organized and self-motivated individual to administer the summer camps and programs for the ORR. This individual will liase closely with the Head Instructor.

This is a part-time position beginning in March with increasing hours in the summer as outlined below. Much of the work can be done remotely, however, during the summer camps the Director is required to be onsite at the Pumphouse kayaking course in downtown Ottawa a minimum of 3 days per week.

- March, April and May: 7.5 hours/week – remote
- June: ~15 hours/week – mainly remote, some onsite presence required during any short June camps
- July and August: ~30 hours/week – remote and onsite – presence at the Pumphouse required at least 3 days per week (vacation during those months may be possible if a substitute can be found)

***Note that ORR is open to the possibility of making this more of a full year part-time position and increasing the scope of responsibilities to include the administration of other programs such as the High Performance Development Program, the CEJEP program, pool programs, and other kayak programs offered by the club. If this is of interest to you please make reference to this in your application.

Responsibilities include:

- **Administrative Activities**
 - Create and maintain documents and spreadsheets related to Summer Camps and Programs
 - Summer camp schedule
 - Instructor schedule
 - Volunteer schedule
 - Registration forms and reports using Zone4 registration system
 - Camp Manual – procedures and policies
 - Modify summer camp schedule as required
 - Add or remove camps
 - Make individual registration changes
 - Update schedules accordingly
 - Develop and modify camp procedures and policies as required
 - Respond to registration enquiries
 - Collect time sheets and compile data for payroll
 - Assist with inventory and liase with Head Instructor regarding equipment purchase requests
- **Marketing Activities**
 - Promote camps and programs via social media, website and other platforms/means
- **Camp Coordination Activities**
 - Email parents/guardians/participants information emails weekly in advance of each camp
 - Generate weekly camp reports and communicate reports to instrudctors
 - Coordinate volunteers for each camp with Head Instructor
 - Coordinate logistics for Friday River Runs near Beachburg Ontario

- Send out information emails to parents/guardians in advance of River Run
- Assist in coordination transportation with parents/guardians/instructors
- Prepare safety report for Head Instructor and parents/guardians
- Oversee filing of incident reports, liaise with Head Instructor to ensure appropriate follow-up
- Create and improve existing policies and procedures to ensure the safe operation of the camps and programs

Essential requirements:

- 18 years or above
- Excellent computer skills – MS office and Google tools

Preferred assets, but not required:

- Experience running sports camps
- Experience with the Zone4 registration system
- Knowledge of white water kayaking
- Bilingualism
- Drivers' license

Rate of pay: \$22-\$30 / hr depending on experience and qualifications

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

Applications: This position is currently open and ORR is accepting applications. Please apply by sending your resume, and any additional information (references, etc) to jobs@ottawariverrunners.com.

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