



**Ivanhoe Northcote Canoe Club Inc. A0008830P**  
**PO Box 180, IVANHOE, 3079**  
**ABN: 35 350 725 748**  
**Affiliated with Canoeing Victoria**

## **INCC Position Description**

### **Intermediate Squad Kayak Coach**

**January 2019**

#### **Primary Purpose**

The Intermediate Squad Coach is responsible for planning, organising and delivering weekly kayaking training for intermediate to advanced paddlers.

#### **Position in Context**

The Ivanhoe Northcote Canoe Club (INCC) clubhouse is located on the banks of the Yarra in Fairfield Park near the boathouse cafe off Heidelberg Road in the City of Yarra. The club was established in the 1950s and has a proud history as one of Victoria's largest kayaking clubs, producing many Australian representatives over the decades.

Previously INCC has not organised a development squad for intermediate paddlers. In 2019 INCC is starting a new squad that seeks to develop the skills of young (17-30 year old) paddlers and encourage their involvement with the sport and racing.

#### **Key Contacts**

The coach is expected to provide a monthly report to the INCC committee and primarily communicate with the Intermediate Coaching Coordinator (currently Arabella Eyre).

#### **Major Duties and Responsibilities**

- Coaching weekly training sessions.
- Planning and delivering a coaching program that caters to all participants.
- Ensuring improvement in participant level of skill and knowledge.
- Encourage paddler participation in Paddle Victoria races.
- Ensuring safety of participants.
- Clear and efficient communication with participants, other coaches and the INCC committee.
- Document paddler attendance at training and communicate it with Intermediate Coaching Coordinator.

## **Person Specifications**

### **Essential**

- HLTAID001: Provide Cardiopulmonary Resuscitation
- HLTAID003: Provide First Aid
- Working with Children Check
- Level 1 Flatwater coaching qualification

### **Hours of Work**

Saturday: 1:30 – 3pm (\$60 per session)

Additional 0.5 hour payment (\$20) per month for administration and session planning.

Program will be run for 3 months, after this point we will re-assess program and times based on interest. Depending on popularity, we hope to increase the number of training sessions per week in the future.