



## FSPC 2026 Summer Jobs Announcement

The Fort Smith Paddling Club (FSPC) is seeking a Club Manager and a Kayak Leader/Coach/Instructor with a combination of paddling skills (kayak, SUP, raft, canoe), leadership skills, administrative skills, and experience planning, coordinating, and working with youth and adults of all skill levels to facilitate club programs on the Slave River this summer, 2026.

These positions pay \$25/hr and can work 20-40 hours/week between June - September 2026. The job is based out of Fort Smith, Northwest Territories on the Slave River.

**Deadline for applying is Friday, May 1st, 2026.**

### Required:

- Proficient paddler with whitewater experience in one or more disciplines (Canoe, Kayak, SUP, Raft).
- Certified kayak instructor prior to start (For Kayak Coach Position).
- Prioritizes safety, comfort, and positive experiences for club participants.
- Strong organizational and leadership skills with the ability to work independently while supported by FSPC board members/volunteers with the overall goal to ensure safe and fun operation of club activities during the summer.
- Experience working with youth/leading youth programming ages 9-15.
- Reliable, trustworthy, ability to work independently, takes initiative.
- First Aid/CPR certification prior to start.
- Must complete a Criminal Record and Vulnerable Sector Check.
- Valid Class 5 Driver's License (or equivalent).

### Preferred:

- Between 15-30 years old (To qualify for Federal Summer Jobs Grant funding).
- Certified kayak instructor prior to start.
- Rafting experience/instruction ability.
- SUP experience/instruction ability.
- Canoe experience/instruction ability.
- Swiftwater Rescue certification.
- Valid Class 4 Driver's License (or equivalent).

### Club Manager Core Duties:

- Oversee and keep track of gear rentals, sign outs/ins, and maintain gear inventory.
- Organize, advertise, supervise, and preferably help to deliver, summer programs such as youth & adult river programs, certification courses, plan and coordinate canoe outings with various community groups, club picnics and campouts, club raft runs, club nights at Mountain Portage and Slalom Course, Solstice Paddle, Canada Day Parade Float entry etc.
- Communicate with club members and community in various ways such as updating and maintaining the club website and social media accounts, responding to inquiries etc.
- Club Administration such as monitoring gear rentals, banking, writing reports, grants, applying for funding to support programming if/when needed etc.
- Help Maintain and manage all paddling equipment and club assets.
- Communicate with members and promote the club to the public.
- Support and assist the club/volunteer coaches in their duties.
- Support organizers with planning and executing the Slave River Paddlefest.



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### **Kayak Leader/Coach/Instructors Core Duties:**

- Maintain and manage all paddling equipment and club assets.
- Plan, coordinate, and deliver club programs for youth and adults.
- Communicate with members and promote the club to the public.
- Support and assist the club manager in their duties.
- Support organizers with planning and executing the Slave River Paddlefest.

### **Working Conditions:**

Highly autonomous and flexible working schedule that is coordinated around the club's activities.

- Includes daytime, weekend, and evening work.
- Regular weekly activities (Tuesday and Thursday Club Nights, Saturday Youth Club).
- Special events, often on weekends, include Membership Drive, Canada Day Parade, Paddlefest, Solstice Paddle, Pine Lake Picnic.

The club manager/coach will report to, and receive direction from, FSPC's executive board members.

### **Compensation:**

The position will be hired through the Alberta Whitewater Association and pay \$25/hr. The position can work up to 40 hours/week between June - September 2025. Exact start and end dates are negotiable but should be between June 1st and the end of August 2026.

For more information, please email: [fortsmithpaddlingclub@gmail.com](mailto:fortsmithpaddlingclub@gmail.com) and [mxbbarry@gmail.com](mailto:mxbbarry@gmail.com) with the subject FSPC 2026 Summer Jobs Announcement.

### **To Apply:**

**Send us a cover letter and resume with contact information for two references before Friday May 1st, 2026.**

**To: Fort Smith Paddling Club**

**Email: [fortsmithpaddlingclub@gmail.com](mailto:fortsmithpaddlingclub@gmail.com)**

**Cc: [mxbbarry@gmail.com](mailto:mxbbarry@gmail.com)**

**Subject: FSPC 2026 Summer Jobs Application (Coach or Manager)**