

## JOB DESCRIPTION

# SEAFRONT ACTIVITIES COORDINATOR FULL-TIME

**Reporting to: Deputy Head of College - Academics**

### **Position Summary:**

The Seafront Activities Coordinator supports the delivery of student seafront activities and programs by providing logistics and technical support, recreational watercraft maintenance and Safety Vessel operation to activity leaders, instructors, students and other College clientele. The Seafront Activities Coordinator's role in supporting the delivery of seafront experiential education and other seafront programs is an essential component of the College's educational mission.

### **Seafront Activities**

The Seafront Activities Coordinator plays an important role in the seafront educational experience and safety of students. They are responsible for assisting with planning and preparations for the conduct of seafront activities and providing support to activity leaders, the Student Activities Coordinator and supervisors by ensuring recreational watercraft, equipment and safety gear are maintained and ready for use. The Seafront Activities Coordinator collaborates closely with the College Activities Coordinator and activity leaders in cultivating resilience, leadership, teamwork, and compassion through inspiring and challenging activities of self-discovery and learning in the out of doors marine environment. Pending program offers, seafront activities may include keelboat and dinghy sailing, outrigger canoeing, big canoes, kayaking, diving, and snorkeling.

### **Operations/Educational Programs/Events**

The Seafront Activities Coordinator works closely with and shares dockside facilities and equipment with the Seafront Operations and Race Rocks Coordinator (SORRC) and Seafront Operations and Maintenance Coordinator (SOMC) in the proper care, safety and maintenance of College marine and dockside assets and infrastructure. The Seafront Activities Coordinator may also assist with educational programs, including Marine Science and Climate Action Leadership Diploma instructors to support their educational waterfront needs. In collaboration with activity leaders, the Seafront Activities Coordinator may be asked to provide constructive feedback on students regarding their effort and participation in seafront activities and programs. When required, the position is the College point of contact for external agencies and organizations that support seafront recreational activities and programs. During the June-August summer programs period, the Seafront Activities Coordinator supports the College Events Coordinator and other event leaders with scheduling and preparation of vessels and equipment for seafront

activities and, where applicable, oversight of participants using recreational watercraft or equipment.

### **Primary Duties and Responsibilities**

- Provides for the care, maintenance, and repair of seafront recreational watercraft and related equipment
- Supports activity leaders and the Student Activities Coordinator by:
  - ensuring watercraft and related equipment are safe and ready for seafront activities
  - assisting them with student participation in the conduct of regular watercraft and equipment maintenance routines
  - incorporating lectures and practical training into student learning opportunities, such as the Shore Master program and student PCOC and ROC-M certifications
- In collaboration with activity leaders, oversees safe, competent operation of seafront activity watercraft
- Consults with the CAS Coordinator in advising the SORRC and SOMC on seafront activity procurement requirements
- Collaborates closely with the Activities Coordinator, activity leaders and hired instructional staff to successfully execute the College Seafront Activities Program
- In collaboration with SORRC, SOMC, the Activities Coordinator and activity leaders, maintains Transport Canada Recreational Boating School (RBS) standards (TP 15136E (07/2014))
- In collaboration with activity leaders, Activities Coordinator, SORRC and SOMC, is jointly responsible for safety and well-being of students engaged in seafront activities
- Contributes to risk management and safety oversight for logistics, equipment, transportation, expedition planning, staffing, emergency response and activities
- During College Experiential Learning weeks or special expeditions may be required to provide on-call support, emergency response or other field support
- Fulfills the role of field support staff when required
- In collaboration with the Activities Coordinator, activity leaders and contracted instructors, may assist with program delivery and student leadership development through mentoring and coaching as applicable
- Maintains up to date knowledge of current industry trends and standards in seafront recreational activities
- Flexible work week to support activities and programs on weekends as scheduled
- Effectively utilizes group and risk management skills and role modeling to create a safe and supportive environment for student-centered learning
- When required, supports marine science and environmental studies and the ongoing development and improvement of new and existing marine programs
- Maintains excellent verbal and written communications and liaison with activity leaders, students, staff, instructors and auxiliary/summer program participants and coordinators
- Member of the College Safety Committee

## **Skills and Experience**

- Experience in maintaining and repairing watercraft such as kayaks, canoes and sailing dinghies (essential), including repair work with fiberglass, bonding agents, marine paints/primers, gelcoats and related equipment: sails, blocks and tackles, pulleys, lines, rigging etc. Woodworking knowledge and experience are assets.
- Pleasure Craft Operator Card (PCOC) is required and must be obtained within the first month of employment.
- ROC-M, Marine Basic or Standard First Aid (must be obtained within the first 3 months of employment). Advanced First Aid is an asset.
- Commitment to growth and development of youth on an individual, group and societal level, compassion for people and for the health and sustainability of the environment
- Ability to model effective and appropriate leadership style(s) and role model behavior in line with Pearson College and the United World Colleges (UWCs) values
- Comfort in working with youth from varied backgrounds, nationalities and cultures and ability to establish effective rapport with activity leaders, staff and students
- Experience in maintaining a positive instructor and team environment
- Experience in facilitating ocean recreational watercraft activities and with extended expeditionary/wilderness program delivery in a leadership role
- Ability to instruct ocean paddle sports, including but not limited to kayak, outrigger, canoe and related wilderness travel and campcraft skills
- Knowledge and/or qualifications in sailing and SCUBA diving an asset

## **Required**

- Must be eligible to work in Canada
- Must pass a Criminal Record Check

## **Compensation & Organization**

This is a full-time position, located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria, BC, Canada. The salary range is \$60,000 - \$70,000 plus a benefits package for an outstanding and qualified applicant. The position is full-time for 40 hours per week with a flexible schedule to meet the activity requirements, such as weekend seafront activities, as needed.

Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to [careers@pearsoncollege.ca](mailto:careers@pearsoncollege.ca).

*As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity and Inclusion in our living, learning and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power. We actively encourage applications from members of groups experiencing barriers to equity.*