



## Executive Director

Bow Waters Canoe Club promotes and supports recreational paddling, our primary activity, and cross country skiing, by providing educational and social opportunities in a safe and environmentally conscious manner to all interested people. Founded in 1975, Bow Waters Canoe Club is organized as a non-profit club. The canoe and ski tour schedules are the main activities that bring members together to share mutual interests. Frequent social events allow us to enjoy company, food, philosophy, and knowledge in an informal setting.

Bow Waters Canoe Club sponsors a vibrant youth and adult lessons program that supports thousands of paddlers getting out on to the water safely every year. The programs operate out of our clubhouse located on the WID canal in SE Calgary. The clubhouse is host to our club meetings, storage of our boat fleet and is utilized to generate revenue through a hall rental program.

The Board is inviting applications for the position of Executive Director. This is an executive position with responsibility for providing high quality management, motivation and leadership for all aspects of the organization's products, programs, events, advocacy, and communication services.

As our Executive Director you would contribute in these areas:

**Leadership:** You have a track record of long-term planning and are skilled at accessing resources to meet our goals and objectives. You have strong passion for team building and motivating volunteer groups to achieve their goals. You will direct the day-to-day operations of the club. You will act as an advisor to the board and its committees and work in conjunction with our Lessons Program Coordinator and the board.

**Marketing:** You have an instinct for growing a brand and attracting new members. You are a dynamic, creative, visionary and strategic thinker. You have demonstrated an ability to identify opportunities and create and/or grow products and services to capitalize on those opportunities. You can deal with setbacks and adjust plans accordingly to maintain the growth of products and services.

**Service:** You are customer service oriented. You pride yourself on delivering a high level of service, and can deal with complaints and inquiries in a diplomatic and sensitive manner. You are highly organized and respond quickly to requests.

**Management:** You have experience with website maintenance, bookkeeping/accounting, and have a proven track record of sound financial management. You are organized and rarely leave issues or responsibilities unresolved for very long. You will manage our facilities provide oversight of our hall rental and equipment management programs.

You have a Bachelor's Degree with three to five years experience in marketing or management. or you possess an equivalent combination of education and experience. Experience with Paddle Canada or Paddle Alberta instructional programs and/or outdoor recreation would be considered an asset. You enjoy working independently with the support of volunteers.

**Please email your resume to [BWCCED@gmail.com](mailto:BWCCED@gmail.com)  
Only those candidates shortlisted for interviews will be contacted.**

Bow Waters Canoe Club  
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**Deadline for applications is 4 pm, Monday March 22nd, 2010**