

# PADDLESPORT ACTIVITY ASSISTANT COORDINATOR

## Role Description

The Coordinators role is to facilitate and plan the training programme for the British Canoeing Paddlesport Activity Assistants. Coordinators will be nominated by their organisation and submitted for training and assigned a training date and location.

### Role:

- Support the identification of potential Paddlesport Activity Assistants.
- Support the development of potential Paddlesport Activity Assistants
- Produce a 'role map' to outline the Paddlesport Activity Assistants core responsibilities
- Work with the Paddlesport Activity Assistant to produce an action plan identifying the learning required for the role.
- Identify the key personnel required to support the training identified in the Paddlesport Activity Assistant action plan.
- Mentor the Paddlesport Activity Assistant before and after endorsement for the role.

**The Paddlesport Activity Assistant training will cover the following themes and the Coordinator will be expected to support and deliver sessions on some or all of the following:**

- Meeting participant needs
- Plan for a safe environment in which to conduct the session
- Preparing of facilities and equipment
- Deliver and supervise the planned activities
- Evaluate the session
- Develop own practice
- Safety Management & Rescue Skills

### Person Specification

The ideal person for this role would be someone who has a sound knowledge and understanding of how their organisation works and has experience of providing training/facilitating opportunities for others to learn. They should also have experience in supporting and mentoring others. Additionally the person would be someone who is a good communicator, exhibiting good judgement, commitment and problem solving skills. The Coordinator needs a good understanding of the best practice for the relevant activities being undertaken. Whilst a coaching qualification is not essential, a qualified coach is likely to meet some of these knowledge requirements and have the personal attributes required for the role.