



## Whitewater Kayaking Association of British Columbia

Phone: (604) 515-6376  
Web Site: [www.whitewater.org](http://www.whitewater.org)  
E-mail: [admin@whitewater.org](mailto:admin@whitewater.org)

PO Box 91549 West Vancouver  
Postal Outlet, West Vancouver, BC  
V7V 3P2

### WKABC Administrative Assistant - Job Description

#### **General Description and Background:**

The Whitewater Kayaking Association of British Columbia requires an Administrative Assistant a competent, trustworthy, reliable, and energetic individual who can assist with day to day, as well as long-term, operations and programs.

An effective Administrative Assistant will develop relationships with the various member clubs and affiliates, as well as with provincial and federal sports organizations and other funding agencies. This will result in stability, and a consistent and reliable communication between the Association and these organizations, as well as between the association and its members. The Administrative Assistant will work to develop the profile of the Association and increase its presence in the sport community.

The Administrative Assistant will maintain the basic administrative structure of the Association and assist the Directors and other volunteers so that their efforts will be maximized and the benefits will be maintained over the long-term. The maintenance of corporate knowledge and information will be a priority.

An ideal candidate would be able to provide all of the following skills, or work toward developing them:

#### **Required Skills and Equipment**

- 1) working knowledge of computers, database software, internet, and email programs
- 2) a PC computer, answering machine, and preferably a fax machine
- 3) the software programs that the association uses (Microsoft Office, Microsoft Access and a recent e-mail client) or be able to obtain them
- 4) have access to an e-mail account (not web-based e-mail such as hotmail or yahoo, etc)
- 5) high-speed internet
- 6) their own transportation [or access to transportation as required]
- 7) good communication skills, both written and oral
- 8) good organizational skills

#### **Desirable Additional Skills**

- 1) knowledge of accounting software, and its use
- 2) knowledge of, and experience with, competitive and recreational sport organizations
- 3) knowledge of, and experience with, non-profit organizations
- 4) knowledge and interest in the sport of kayaking, be it recreational, slalom, wildwater, canoe polo, or freestyle paddling

**Administrative Assistant's Duties** - as directed by the Board of Directors, **may include the following.** While the association ideally would desire to find an individual with all the required skills, we would also assist the right individual in developing these required skills.

#### Communication

- 1) E-mail: twice-weekly (minimum) or daily check of the association's email, and response, or forward to appropriate director as required
- 2) Telephone: twice-weekly (minimum) or daily check of phone messages, and response, or forward to appropriate director as required
- 3) Web site: maintain web-site with current information, making regular postings, either directly or by coordinating volunteer efforts.
- 4) Mail: weekly (minimum) pick up mail and action as appropriate or distribute to appropriate Director
- 5) General:
  - a. maintain logbook documenting incoming/outgoing calls and emails, and archive all emails
  - b. assist, as required, the newsletter editor to produce, print, and distribute the association's newsletter
  - c. communicate with Sport BC, Whitewater Canada, and other organizations regarding ongoing, or developing issues impacting the association
  - d. communicate with the association's insurance company on an ongoing basis to ensure up-to-date records, and ensure coverage of our members and equipment



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### Coordination

- 1) coordinate Board of Directors activities and meetings
- 2) produce and distribute accurate meeting notices, agendas, and minutes
- 3) book meeting rooms and make other arrangements
- 4) attend monthly Board meetings and annual general meeting
- 5) attend other meetings on the Association's behalf, where directed
- 6) coordinate ongoing Association funding and administrative requirements, and ensure follow-up on issues arising from meetings

### Funding

- 1) coordinate the submission of grant applications, specifically block funding and gaming grants;
- 2) liaise with funding bodies to ensure application forms are received and requirements are clear; ensure Board is made aware of due dates
- 3) obtain necessary information from WKABC Directors, or volunteers, in order to submit applications
- 4) complete forms and applications completely and accurately, and submit to the Board for review
- 5) ensure forms and applications are submitted to funding bodies on time.
- 6) solicit advertisers, sponsors, and other funding sources for Association's events, and programs

### Administration

- 1) develop and maintain records of the Associations policies and standard operating procedures
- 2) maintain the association's database of members
- 3) maintain the association's database of instructors/coaches
- 4) coordinate, send, compile, and record the association's yearly membership renewal
- 5) maintain an up-to-date membership list
- 6) record, maintain, and compile monthly accounting statements, and supply to Treasurer

### Accountability

- 1) maintain a work logbook, recording hours worked, and projects worked on
- 2) submit detailed time sheet (hours worked/project) and invoice at the end of each month, preferably prior to the regular Board meeting
- 3) maintain a task logbook, track all ongoing tasks and note assignment date, due date, and completion date

### Assigned Duties

- 1) perform the various tasks, as assigned by the Board of Directors, each month
- 2) one member from the Board will be designated with the primary responsibility for assigning new tasks and to monitor work load and task completion.

### **Notes:**

- 1) Duties of the Administrative Assistant will be confirmed and/or assigned at meetings of the Board of Directors, and recorded in the task logbook.
- 2) Progress, completion, or non-completion of duties will be noted in the minutes of each meeting of the Board of Directors.
- 3) Hours worked to not exceed 20 hours per week unless otherwise directed.
- 4) The performance of the Administrative Assistant will be evaluated by the Board of Directors at the completion of each fiscal year, and recorded in the minutes of the meeting.
- 5) The Administrative Assistant will be expected to conform to the policies of the association and to function within the guidelines of the associations bylaws.