



Position: Volunteer Coordinator

Location: Remote, or in office in Fredericksburg, VA

Time Commitment: Full time, though open to part-time

Compensation: Salary range (from \$40,000) based on experience and qualifications

About the ACA

The American Canoe Association is a non-profit organization dedicated to building inclusive paddling communities, supporting excellence, and fostering safety and stewardship through paddlesport education, competition, and recreation.

As an organization the ACA:

- has over 15,000 members and 300 paddling clubs and affiliated organizations.
- provides insurance to hundreds of events and races every year. The ACA education program has an estimated reach of over 800,000 people per year.
- has a membership made up of paddlers who reside in all 50 states and over 35 countries worldwide.

Since 2017 the ACA has served as the National Governing Body for paddlesports (Sprint, Slalom and Paracanoe) for the United States Olympic & Paralympic Committee and as the U.S. National Federation to the International Canoe Federation.

The heart of the ACA is the people who paddle, cherish and protect the rivers, lakes, streams, bays and oceans of the United States and beyond.

The Opportunity

The individual who fills this role will support volunteer programs across all ACA missions including stewardship, safety education & instruction, competition, and grassroots community events. The Volunteer Coordinator helps with the recruitment, onboarding, and training of volunteers, and frequently serves as the primary point of contact for volunteers and the ACA leadership and programs they support.

This position plays a crucial role in promoting and representing the ACA in the paddling community and ensuring that community members who volunteer with the ACA feel valued and successful in their roles and that they have the tools they need to be empowered to make a difference.

Primary Responsibilities

- Help recruit, train, and retain an engaged group of volunteers to support and enhance paddlesports events, education & training, and advocacy initiatives. This group includes officials and judges for competitions, leadership committees, and other roles.

- Develop and conduct orientation/onboarding sessions to ensure that volunteers have the tools and training they need to be successful.
- Serve as primary administrative point of contact for volunteers.
- Develop and provide ongoing training and resource toolkits for various volunteer roles.
- Organize volunteer appreciation programs.
- Work with ACA's Communications Coordinator to promote volunteer opportunities and share successes through ACA's communication channels.
- Help support community-based events as needed.
- Create and manage online event registration forms for volunteers, as requested.

Qualifications

- Paddling experience required; prior experience in ACA paddlesports training environment preferred.
- Minimum of 1 year experience working with volunteers and/or a membership driven organization. Bonus if you have experience working with local paddling clubs or events.
- Outstanding organizational skills and precise attention to detail.
- Ability to work on multiple projects simultaneously while meeting various deadlines.
- Self-motivated and able to work independently with minimal supervision in a hands-on work environment and as a member of a team.
- Good technical skills, including proficiency with Microsoft Office applications including Excel, Power Point, and Teams.
- Excellent people and customer service skills, pleasant demeanor, patient, and professional.
- Comfortable with public speaking and speaking to large groups.
- Ability to engage, inspire, and instruct people.
- Ability to communicate effectively and accurately in oral and written language.
- Flexible schedule with the ability to occasionally work evenings and weekends.
- A willingness to travel occasionally, if necessary.

Conditions of Employment

Offers of employment are contingent upon completion of a criminal background check.

We aim to maintain a diverse and dynamic workforce and are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law. The American Canoe Association is a 501(c)3 non-profit organization.

To Apply

Our strong preference is to hire someone from within the ACA community. We encourage interested members to apply by submitting a cover letter and resume to feedback@americancanoe.org with "Volunteer Coordinator" in the subject line.

Application deadline: August 25, 2023.