

Job Description: Kayak Program Sales Coordinator

This position is responsible for coordinating kayak program sales and customer service. A particular focus is on the outreach and sales of our programs for corporate and community groups. Additionally, this role will support customers in booking regularly scheduled, as well as private lessons, tours and kid's camps.

In addition to the administrative work there may be opportunities to work as a kayak guide or instructor on the water.

The Sales Coordinator will work 8 hours a day, 5 days a week at our Jericho Beach location. The work week is from Tuesday to Saturday. The position will start part time in mid March ramping up to full time by mid April and continue through September.



About Jericho Beach Kayak

Jericho Beach Kayak Centre is conveniently located right at beautiful Jericho Beach in Vancouver within the [Jericho Sailing Centre](#). We took over the Jericho location from Ecomarine with its 39 years history as one of the top paddling schools and kayak rental locations in the country. Our sister kayak location is Deep Cove Kayak on the North Shore. We employ a team of about 30-35 Paddle Canada certified Instructors as well as 20 rental staff every season. Many are part time instructors with a core group of instructors as well as the rental staff working full time.

Primary responsibilities

- Group Sales:
 - Pro-active outreach to recruit corporate and community groups for our group programs
 - Coordinating the sales and bookings for group programs
 - Closely work together with our sister school Deep Cove Kayak in booking and coordinating programs
 - Support instructors in delivering quality programs to groups
 - Assist in setting up kayaks, cleaning boats and launching groups
- Customer Service and sales for individuals:
 - Booking customers into lessons and tours, including advising them which program is best suited for them
 - Coordinate private bookings of individuals for lessons, tours as well as summer camps
- Administration
 - Ensuring all required reporting and paperwork for programs is completed
 - Support the Operations Manager with various administrative tasks as needed

Benefits

- Working with an excellent team of paddling and outdoor enthusiasts
- Advancing your paddling skills through access to free workshops and courses
- Access to kayaks for personal use
- Access to staff purchase programs
- Hourly wage \$17-\$19

Qualifications

- Interest in kayaking and the outdoor industry
- Significant experience or preferably a degree in Tourism, or Outdoor Education, Sales & Administration or related field
- Efficient worker with very strong administrative, organizational and IT skills
- Good attention to detail
- Excellent customer service and communication skills
- Ability to lift and carry 75+lbs for short periods of time in teams of two
- Have or willingness to obtain Paddle Canada Basic Sea Kayak Instructor certification or equivalent

How to Apply:

Please email your application (resume and cover letter) to school@jerichobeachkayak.com