



# Paddlesport Instructor

**Location:** Spring Lakes Watersports & Leisure

**Department:** Outdoor Activities

**Reports To:** Water Activities Lead

## Job Purpose:

To deliver high-quality paddlesports sessions, ensuring the safety, enjoyment, and development of all participants. The Paddlesport Instructor plays a key role in creating memorable experiences for customers while maintaining compliance with safety regulations and licensing standards.

## Key Responsibilities

### 1. Session Delivery

- Plan and lead paddlesports sessions, including kayaking and stand-up paddleboarding (SUP), tailored to participant skill levels and needs.
- Deliver engaging and informative safety briefings to participants before activities.
- Provide clear and effective instruction to improve participants' paddling skills.

### 2. Safety and Risk Management

- Conduct dynamic risk assessments before and during sessions to ensure participant safety.
- Respond promptly and effectively to emergencies, following established safety protocols.
- Maintain compliance with AALA and recognised kayaking safety standards.

### 3. Equipment Management

- Inspect and prepare all paddlesports equipment, including kayaks, paddles, and personal flotation devices (PFDs), before each session.
- Report any equipment defects or maintenance needs to the Outdoor Activities Manager.
- Ensure all equipment is cleaned, stored, and maintained in accordance with guidelines.

### 4. Customer Engagement

- Provide excellent customer service, creating a welcoming and supportive environment.
- Address customer queries or concerns with professionalism and enthusiasm.
- Promote additional activities and services offered by the organisation.

### 5. Team Collaboration

- Work closely with other instructors and support staff to deliver seamless activity experiences.
- Participate in regular team meetings and training sessions to maintain high standards of delivery.



## 6. Administrative Duties

- Maintain accurate records of sessions, including participant registers and incident reports.
- Assist in completing post-session feedback forms or evaluations.

## Key Skills and Attributes

- Strong paddling skills and knowledge of paddlesports techniques.
- Excellent communication and interpersonal skills.
- Ability to adapt instructional methods to suit varying ages and skill levels.
- Confidence in leading groups and managing challenging situations calmly.
- Commitment to health and safety practices.

## Qualifications and Experience

### ● Essential:

- British Canoeing Paddlesport Instructor (or equivalent).
- Valid First Aid Certificate (including water-specific modules).
- Experience leading paddlesports sessions for a variety of age groups and skill levels.

### ● Desirable:

- British Canoeing Paddlesport Leader or higher coaching qualification.
- Previous experience in outdoor activity centers or similar environments.
- Safeguarding training.

## Other Requirements

- Enhanced DBS check (to be completed before employment).
- Flexibility to work weekends, holidays, and evenings as required.
- Physical fitness to meet the demands of paddlesports activities.
- Commitment to ongoing professional development and training.

## Working Conditions

- Outdoor environment, exposed to varying weather conditions.
- Regular manual handling of equipment.
- Interaction with a diverse range of participants, including children and vulnerable adults.

## Role Expectations:

- Uphold the values and reputation of Spring Lakes Watersports & Leisure at all times.
- Foster an inclusive and supportive environment for participants and colleagues.
- Be proactive in identifying opportunities to improve the quality of the paddlesports program.



**Acknowledgment:**

This role profile outlines the primary duties and responsibilities of the Paddlesports Instructor. It is not an exhaustive list and may be subject to changes to meet the evolving needs of the organisation.

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**Employee:**

*"I acknowledge and understand the roles and responsibilities outlined in this document and commit to carrying them out to the best of my ability. I also understand that these responsibilities are not exhaustive and may evolve as needed."*

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Signed

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Full Name

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Date signed

**Spring Lakes:**

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Signed  
*On behalf of Spring Lakes*

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Full Name & Position

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Date signed



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