



# Paddlesports Leader

**Location:** Spring Lakes Watersports & Leisure

**Department:** Outdoor Activities

**Reports To:** Outdoor Activities Manager

## Job Purpose:

To lead safe, enjoyable, and engaging paddlesports activities, focusing on kayaking and stand-up paddleboarding (SUP). The Paddlesports Leader ensures the safety of participants, supervises team members, and fosters a supportive environment, maintaining compliance with safety standards and best practices.

## Key Responsibilities

### 1. Activity Leadership

- Plan and lead paddlesports sessions, including kayaking and SUP, tailored to group needs and skill levels.
- Deliver pre-session safety briefings, setting clear expectations and ensuring understanding.
- Guide participants through activities, offering advice, encouragement, and feedback to enhance their skills and experience.

### 2. Team Supervision and Development

- Supervise team members during sessions, providing real-time guidance and support.
- Identify skill gaps and design upskilling opportunities to prepare team members for their assessments.
- Support instructors in their professional growth, providing feedback and mentorship as needed.

### 3. Safety and Risk Management

- Conduct dynamic risk assessments before and during sessions, ensuring participant and team member safety.
- Respond effectively to emergencies or incidents, following established safety procedures.
- Maintain compliance with AALA and recognized kayaking safety standards.

### 4. Equipment Management

- Check, prepare, and maintain paddlesports equipment, ensuring it is safe, clean, and fit for purpose.
- Report any equipment issues or maintenance needs to the Outdoor Activities Manager.
- Manage equipment allocation and returns, ensuring accurate records are kept.

### 5. Customer Engagement

- Build positive relationships with participants, creating a welcoming and inclusive environment.
- Address participant queries or concerns professionally and promptly.



- Promote additional services and activities offered by the organization.

#### 6. Administrative Duties

- Maintain accurate records of sessions, including attendance, incidents, and participant progress.
- Support the preparation of post-session reports and evaluations.

### Key Skills and Attributes

- Strong paddling skills with a focus on kayaking techniques and group management.
- Excellent communication and leadership abilities.
- Confidence in supervising and mentoring team members.
- Commitment to health and safety practices.
- Problem-solving skills and quick decision-making in dynamic environments.

### Qualifications and Experience

- **Essential:**

- British Canoeing Paddlesport Leader (or equivalent).
- Valid First Aid Certificate (including water-specific modules).
- Proven experience leading kayaking and SUP sessions in a group setting.

- **Desirable:**

- British Canoeing Coach Award (Kayak and/or SUP pathway).
- British Canoeing SUP Instructor 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, including attending relevant courses.

### 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 team members.
- Be proactive in identifying opportunities to improve and grow the paddlesports program.

**Acknowledgment:**

This role profile outlines the primary duties and responsibilities of the Paddlesports Leader. 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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