

ST. JOHN'S ROWING CLUB SUMMER JOBS 2019

This year, we are pleased to offer 7 summer staff positions. This includes 1 boathouse manager position, 3 coach positions, and 3 coach trainee positions, as outlined below:

Position:	Boathouse Manager
Pay Rate:	\$13.40/hour
Hours:	240
Weeks:	8

Position:	Coach
Pay Rate:	\$12.90/hour
Hours:	240
Weeks:	8

Position Title:	Coach Trainee
Hourly Rate:	\$11.40/hour
Hours:	240
Weeks:	8

The **summer program (boathouse) manager** is responsible for overall management of the summer rowing programs and facilities, which will include novice rowing programs for youth and adults. Previous employment as a boathouse staff member (coach or manager) and access to a vehicle (holding a Class 5 license) are both assets.

Specific duties include:

- Training and supervising coaches and coach trainees in the summer programs;
- Organizing rowing schedules for the summer programs, and, jointly with the coaches of year-round programs, schedules for all boat use during the summer;
- Organizing work schedules for the coaches whom we hire for the summer;
- Ensuring coordination of the summer programs with the activities of the Royal St. John's Regatta, with whom we share the lake and the boathouse;
- Participating in SJRC board meetings as needed to discuss issues related to the summer programs;
- Participating actively in the programs as a coach;
- Communicating with parents, athletes, and coaches;
- Handle administrative tasks pertaining to the rowers in their programs.

Coaches are essential for running programs such as Youth Learn to Row, Adult Learn to Row, and Adult Masters. They are to assist the boathouse manager, and are responsible for several specific tasks:

- Participating in coaching rowing programs on a daily basis, providing coaching to participants from youth to adult ages;
- Operating the coach boats safely, ensuring all necessary safety items are kept in the boats at all times (PFDs, bailer, tow line, etc.) and proper protocols for tank refilling are followed;
- Communicating with athletes and parents, redirecting inquiries to the appropriate person (including the Boathouse Manager);
- Help with boathouse and equipment maintenance and repair as needed;
- Ensuring that we have all necessary, functioning, equipment and updating the club log book for any equipment that requires maintenance;
- Collaboratively participating in program planning for both on-water and dry-land rowing training;
- Assist with administrative tasks as needed.

Coach trainees will build coaching experience by working with senior coaches, initially learning to assess the performance of other rowers, and with time taking on some coaching duties themselves. They will help other rowers learn about the sport and improve their skills.

Specific tasks include:

- Participating in coaching rowing programs on a daily basis;
- Learn to manage the coach boats, including operating them, docking them, safely refilling of the motors;
- Supervising rowers carrying rowing shells, oars, and coach boats in and out of the boathouse;
- General boathouse maintenance;
- Assisting the coaches in other ways as needed.

All employees should have skills in teamwork and leadership. They must be experienced slide-seat rowers with general knowledge of boathouse operations. They will be expected to assist in the majority of club programs including youth development, adult novice, adult masters, and youth learn to row. This position will involve shift work that may include both weekdays and weekends. 2-day staff training will be provided, which will include a safety orientation and the Rowing Canada Learn to Row coaching course. A Code of Conduct with Vulnerable Sector Check must be obtained before the start of employment, as well as a Pleasure Craft Operator's License. Photocopies of these documents must be provided. First aid training is an asset – those with formal first aid training will be given preference.

All employees must be available for staff training (date TBD) and for the duration of the summer programs (July 2nd-August 31st). To apply for one of these jobs, please contact stjohnsrowing@gmail.com with your resume and indicate which position you are applying for. **Applications must be submitted by Sunday, June 2nd at 5:00 pm. Late applications will not be accepted.**