

**Employer: St. John's Rowing Club (SJRC)**

**Position: Rowing Program Coordinator / Boathouse Manager**

**Location:** St. John's, NL

**Anticipated Start Date:** April 25, 2022

**End Date:** August 31, 2022 (with potential for extension\*)

**Position type:**

- 30-40 hours per week between May 1 and August 31; (in-person)
- \*5-15 hours per week between September 1 and April 30 (in-person / remote work) pending funding and staff availability

**Remuneration:** \$14.75/hr

\*The successful candidate will be required to obtain a vulnerable persons sector check prior to the start of their contract

### **Responsibilities of Program Coordinator:**

The Program Coordinator is responsible for the day-to-day management of the implementation, structure, and operation of youth and adult slide-seat rowing programs offered by SJRC. Working with the SJRC Board of Directors, the Program Coordinator will coordinate and supervise a team of coaches to deliver quality programming for SJRC rowing participants and their families.

### **Qualifications:**

- Minimum 1-2 years experience with athletic development and/or coaching
- Strong organizational and communication skills
- Experience with grant and contribution proposal writing considered as asset
- Experience with project management considered an asset
- Experience supervising staff considered an asset
- Experience with boat handling, repair and/or maintenance considered an asset
- Pleasure craft operators certification considered an asset
- Experience or interest in the sport of slide-seating rowing
- Must be a student planning to return to full time studies in the fall

### **Specific Duties**

- Responsible for the day-to-day supervision of all activities related to program delivery including safety protocols, logistics, staffing, work plans, outputs and any other program-specific or other requirements.
- Responsible for training, organizing, supporting and communicating with any staff members that may be involved in any program.
- Responsible for ensuring, in collaboration with program coaches and the Board Registrar, that all registrations, waivers and outstanding fees have been completed and paid for all club members prior to program participation.

- Responsible for ensuring that all programs are operated within the financial allocations approved by the Board of Directors and with support from the Treasurer.
- Working with the SJRC head coach, coordinating the maintenance, repair and allocation of boats and equipment to ensure their availability for program use.
- Responsible for day-to-day management of boathouse activities (i.e. membership communications, program demands, keeping boathouse tidy, etc.)
- Responsible for seeking new program development and/or funding opportunities and presenting these to the Board of Directors
- Responsible for ensuring that all programs are conducted within the policies approved by the Board of Directors.
- Providing regular updates to the Board of Directors on program delivery activities and attending regular Board meetings
- Ensuring that all staff adhere to the Health and Safety Policies as prescribed by the SJRC Board of Directors, NL Public Health, and as otherwise mandated by law.
- Coordinate Covid-19 related duties (sanitizing of equipment, etc) and role model safe behaviour to other staff and program participants
- Other occasional tasks that may be assigned by the Board of Directors.
- Contribute to creating an inclusive and positive environment at the St. John's Rowing Club

### **Reporting Relationships:**

The Program Coordinator will report to the Board Human Resources Committee and through them to the SJRC Board of Directors. The Program Coordinator works closely with the SJRC HR Committee and other staff members in accordance with policies determined by the Board of Directors.

### **The St. John's Rowing Club**

Since 1986, SJRC has offered slide-seating rowing programs on Quidi Vidi lake. SJRC is a member organization of Rowing Canada with a commitment to raise awareness of slide-seat rowing and to create opportunities for athlete development in the sport of rowing. In addition to recreational programs, SJRC partners with the provincial slide-seat rowing organization, Rowing Newfoundland, to help prepare athletes for competitive rowing regattas in Canada and beyond.

SJRC is dedicated to quality programming for athletes and their families, to offering an inclusive and safe sport environment, and support for youth employees as developing fitness leaders in the St. John's community.

SJRC: <https://sjrc.ca/>

SJRC: <https://www.facebook.com/stjohnsrowingclub/>

Rowing NL: <https://sportnl.ca/member-sports/rowing-newfoundland-and-labrador/>

Rowing Canada: <https://rowingcanada.org/>