

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

Position: Program Coordinator

Location: St. John's, NL

Anticipated Start Date: April 14 - May 1, 2024

End Date: September 2, 2024 (with the possibility of extension*)

Position type:

- Primarily a part-time position for the summer season (April to September). *Part-time contract extension into the fall and winter contingent upon club funding availability.
- We anticipate the position to be covered (in part) by a Canada Summer Jobs contract which would entail some full-time weeks (35 hrs/week).
- Daytime, evening, and weekend hours are required

Remuneration: \$17.50/hr

The successful candidate will be required to meet the Rowing Canada Every Coach Certified and Safe Sport requirements prior to the start of their contract:

- Obtain a Criminal Record Check and Vulnerable Sector Screen
- NCCP Coach Initiation in Sport eLearning
- RCA Rowing Essentials eLearning
- Make Ethical Decisions (MED) Module/Online Evaluation
- CAC Safe Sport Training eLearning

SJRC will support candidates to receive these certifications prior to the start of the contract. Exception: Criminal Record Check and Vulnerable Sector Screen would be at the successful candidate's expense.

Position Overview:

The Program Coordinator is responsible for the day-to-day management of the implementation, structure, and operation of all of SJRC's rowing programs. Our goal is to recruit, develop and produce a community of active-for-life rowers and competitive rowers, the latter of whom compete and succeed at local, regional and national regattas. We also aim to develop a team of coaches that is well trained through an established coach development pathway. The Program Coordinator reports to and takes direction from the SJRC Board of Directors. The Program Coordinator is responsible for managing, overseeing, leading, and enhancing the Club's Rowing Programs and the coaching team that deliver the programs.

Qualifications:

Essential:

- Strong communication (written and oral), leadership, interpersonal, organisational and motivational skills
- Demonstrated ability to communicate and work with the Rowing Coaches and Club Board
- Demonstrated ability to market rowing programs and liaise with community groups/sponsors

- Experience or interest in the sport of slide-seating rowing and/or promoting sports and athleticism
- Experience with project management
- Experience supervising staff
- Must be between the ages of 15-30 at the time that they start the position (for Canada Summer Jobs contract potential)

Additional Assets:

- Coaching experience or certification related to slide-seat rowing
- Experience with boat handling, rigging, repair and/or maintenance
- Boater's License/Pleasure Craft Operator's Card
- First Aid/CPR Certification

Working with the coaching team and Board of Directors, the Program Coordinator is responsible for:

Programs and Development

- Manage and ensure the proper delivery of all SJRC programs for the on-water season (early May to end of August, with possibility of extension for the Fall season)
- Meet with the SJRC Rowing coaches and SJRC Safety Director (Board member role) on a regular basis to discuss program outcomes, challenges, and opportunities for improvement
- Contribute to creating an inclusive and positive environment at the St. John's Rowing Club

Management of the Club, Boathouse and Equipment

- Communicate regularly with rowing participants and families, community partners, and the Board of Directors by monitoring and responding to the SJRC email
- 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 Rowing coaches, 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

Management of SJRC Coaching Team

- Provide leadership and act as a mentor to coaches

- Provide direction and feedback to coaches regarding schedules, training plans, coaching techniques, safety
- Schedule coaches' shifts and ensure appropriate coaching is being provided for all programs at all levels
- Verify the records of hours worked by coaches
- Inform the coaches of their responsibilities related to ensuring that safety policies are followed and enforced and hold them accountable for doing so
- Meet with coaching team on a regular basis to provide and receive feedback and look for opportunities to improve SJRC's programs
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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, Safety Director 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/>