

Program Coordinator – St. John’s Rowing Club (SJRC)

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. 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.

Position Overview:

The Program Coordinator will contribute to the day-to-day coordination and operation of all of SJRC’s rowing programs. The Program Coordinator reports to, and takes direction from, the SJRC Board of Directors and SJRC Head Coach.

Position Overview:

- Work with the Head Coach to ensure proper delivery of all SJRC programs for the on-water season (early May to end of October);
- Oversee day-to-day management of boathouse activities (i.e. membership communications, program demands, keeping boathouse tidy, etc.);
- Instruct new and experienced rowers on-land and on-water through the coordination and supervision of program practices including providing technical feedback and ensuring safe practices are being followed by rowers;
- 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 Head Coach, that all registrations, waivers and outstanding fees have been completed and paid for all Club members prior to program participation;
- Schedule coaches for various program shifts;
- Assist the Board of Directors with various SJRC initiatives; and
- Record and verify the records of hours worked by coaches and submit to the SJRC Board (Finance sub-committee) for payroll.

Qualifications:

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.

Other Qualifications

- Previous experience in coaching or participating in slide-seat rowing or other sports activities where athletes' levels of skill varied from novice to experienced;
- Experience with boathouse maintenance, shell rigging and
- Training and/or certification in the NCCP/Rowing Canada coach pathway would be an asset;
- Strong communication, leadership, interpersonal, organizational and motivational skills;
- Ability to supervise participants in a variety of environments including aquatic;
- Ability to do heavy lifting (<50lbs), climbing, and carrying as required in the performance of a job;
- First Aid and CPR certification would be an asset;
- Boater's License/Pleasure Craft Operator Card required to operate motor boat in accordance with Transport Canada regulations;
- Ability to build relationships with program participants of all ages by showing leadership, compassion, empathy, and understanding; and
- Contribute to creating an inclusive and positive environment at the SJRC.

Schedule: Part-time (May through to October, less than 30 hours/week)

Remuneration: \$18.50/hour

If you are interested in exploring this opportunity further, please send your inquiries to hr@sjrc.ca.

To submit your application, please send your resume to hr@sjrc.ca