



## **CALGARY ROWING CLUB**

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## **CRC Boathouse Manager**

40 hours per week, term starting May 1 – August 31<sup>st</sup>, 2010

Reply to CRC ([calrow@telusplanet.net](mailto:calrow@telusplanet.net)) by April 1<sup>st</sup> /2010

The Boathouse Manager, reporting to the Office Manager of the Calgary Rowing Club, will be the primary “in person” contact for participants in May-to-August programs at the club. His/her interaction with summer program participants and/or parents will be central to the impressions of the CRC and the sport of rowing formed by newcomers. Additionally, the Boathouse Manager is a role model for new comers, as well as experienced athletes, and his/her ability to handle stressful situations in a mature manner along with strong conflict resolution skills are paramount in ensuring that everyone at the CRC has a fun and successful summer.

Specifically, the Boathouse Manager acts as a program coordinator for the summer programs and is responsible for all aspects of running the boathouse.

Your responsibilities will include:

- Respond to summer program participant’s questions or concerns in a timely, mature and professional manner.
- Coach the evening Learn to Row sessions and/or daytime LTR sessions as determined by CRC staffing needs.
- Work closely and effectively with the Club Manager to ensure success of all summer programs
- Liaise with the club coaches to ensure smooth dovetailing of summer programs with ongoing club programs.
- Advise weekday recreational rowers seeking boats on boat suitability and availability.
- Perform minor boat repairs, ordering replacement parts, rigging and de-rigging boats, general equipment maintenance.
- Coordinate and supervise loading and unloading of the truck and trailer for out of town regattas.

- Work with the CRC executive, Club Manager, and Senior Coaches to ensure the Alberta Open and out of town regattas are run in a smooth and efficient manner.
- Work with our partner, the Calgary Canoe Club to ensure that the building is maintained. This includes making sure the hall is swept on a regular basis, sweeping and locking the public washrooms and various landscaping duties.
- Work with the CCC to install and maintain the racecourse during the summer months.
- Ensure the boathouse is run in an efficient manner.
- Ensure the coach boat is properly maintained and kept up to safety standard.
- Possess (or willing to get) a valid Pleasure craft operator's license.

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