



## **Boathouse Assistant 2010 (High School Student)**

35 hours per week, term starting July 5th – August 27<sup>th</sup> 2010

Reply to CRC (calrow@telusplanet) by April 30<sup>th</sup> 2010

(There is flexibility for an athlete that wishes to compete at the CSG/Canadian Henley.)

The Club Assistant, reporting directly to the Boathouse and Club Managers, will help perform a variety of tasks throughout the club. The position is designed to give a current high school student valuable work experience in a number of areas ranging from office administration skills to experience working in the boathouse.

### **Responsibilities:**

- Shadow the Learn to Row and Youth Rowing Camp coaches to gain valuable coaching and teaching skills.
- Receive mentoring and supervision from the Club Manager of how to respond to customer queries and promote/sign up people for Learn to Row courses and Youth Rowing Camps by phone
- Create and update a checklist that is used to organize and pack for regattas
- Learn how to repair boats and general equipment maintenance – painting oar blades, fix boat racks, rigging boats
- Learn about the safety concerns at the rowing club and how to respond to those concerns effectively , both on the water and at the boathouse
- Landscaping and general grounds maintenance such as helping to set up and maintain the race course and cleaning/organizing the boathouse.
- Possess (or be willing to attain) Pleasure Craft Operators Card
- Reply to CRC (calrow@telusplanet) by April 30<sup>th</sup> 2010