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Job Posting

Position: Assistant Club Manager

Location: Calgary, Alberta

Application Closing: 5pm March 15, 2020

Start Date: April 1, 2020 (as soon as possible)

End Date: March 31, 2021

Overview

The CRC is a successful rowing club that provides a community environment to foster a passion for the sport of rowing and support athlete development. Founded in 1966 on the shores of the Glenmore Reservoir, the CRC provides year-round competitive and recreational rowing programs for all skill levels. Athletes from the CRC compete successfully at local, national and world levels. The CRC takes equal pride in developing both high-level athletes as well as giving hundreds of people the chance to experience the joy of rowing.

About this position

The Calgary Rowing Club (CRC) is seeking a qualified Assistant Club Manager who shall be responsible for providing administrative support with summer club activities and programs including the Learn To Row program and summer camps. The Assistant Club Manager 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 Assistant Club 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. The Assistant Club Manager will work collaboratively with a team of summer staff to provide quality

programs at the CRC between May and August. The Assistant Club Manager member reports directly to the Club Manager.

Responsibilities and Duties

- Assist Club Manager with answering membership emails and concerns year-round including completing other administrative duties as assigned by the Club Manager
- Coordinate Learn-to-Row program
 - Keep track of LTR staff and hours.
 - Schedule LTR and summer staff to meet class demands and ensure successful and fun LTR experience for participants. Distribute and manage schedule.
 - Respond to all LTR emails.
 - Reschedule make-up sessions.
 - Preparing attendance list/emergency contacts, safety video, feedback forms for instructors.
 - Process feedback forms and responses through the survey system
 - Send follow-up email to facilitate LTR graduates becoming club members.
 - Coach LTR sessions if needed
- Ensure that Rowing Canada registrations have been completed for all Learn-To-Row and Youth Camp participants in addition to Club members
- Assist Club Manager with regatta planning, registration and invoice creation
- Assist new members with registration (especially coming in from Youth Camps and LTRs) and assist with new member introduction to the club
- Assist Club Manager with coordination of Club-wide events including the AB Open, Novice regatta among others
- Assist Equipment Manager with regatta preparations (packing for trailer loading, etc.).
- Assist Club Manager with maintaining the club's social media including CRC website, Facebook, Instagram (if applicable)
- Assist Club Manager with executing the Youth Camp and LTR media campaign
- Assist with day-to-day management of boathouse activities (membership demands, program demands, keeping boathouse tidy, etc.)
- Assist with Youth Camp and Learn to Row instruction when required
- Assist with and instruct high-school, private and corporate LTR programs when required
- Assist program coaches with their respective regular programs during work hours as needed
- Assist with Boat repairs and club clean-up as required
- Other duties as assigned by the Club Manager

Training

- Staff will receive training at the beginning of the work term regarding:
 - Learn To Row and Youth Camp coaching (RCA LTR Coach)
 - Safe operation of safety boats
 - Safety procedures at the CRC
 - Safe handling of materials used for boat repair (PPE provided)

Nature of the Position

This is an hourly position that requires 5-15 hours per week between September 1 and April 30. The staff member will work 30-40 hours per week between May 1 and August 31. Work hours will be discussed with the Club Manager and can be adjusted based on need. Staff may be working outside in cold and hot weather conditions for prolonged periods of time.

Qualifications

- Knowledge of the sport of rowing
- Ability to coach sweep and scull rowing
- CPR-C and AED certification
- Pleasure Craft License
- Successful completion of a Criminal Background Check with Vulnerable Sector Search

If you feel you will be an ideal candidate, please forward your resume and cover letter titled "First Name.Last Name –Assistant Club Manager" stating your experience to: office@calgaryrowing.com prior to March 15, 2020