



SASKATOON ROWING CLUB INC.
Box 8817 • Saskatoon • Saskatchewan • Canada • S7K 6S6 • (306) 653-2977

Request for Applications

Job Description: **Assistant Club Coach/Manager**

Qualifications: The successful candidate will be an enthusiastic, motivated, secondary or post-secondary student with a background in rowing and having the following skills:

- Level 1 Coaching Certification
- Demonstrated organizational skills, the ability to work well in a group setting and the ability to coach Learn to Row classes.
- Valid Drivers license and power boat operator's license
- First aid and CPR (preferred)
- Computer Skills (MS Word and Excel)
- Excellent organizational and communication skills

The successful candidate will report to the club president and the club executive.

Term of Employment: April 15, 2011 – August 31, 2011

Salary: dependent upon qualifications

Responsibilities:

- Coordination of the Learn to Row rowing schedules
- Recruitment and coordination of the Learn to Row coaching staff
- Learn to Row coaching
- Administer and coach the Corporate Challenge programs

- Actively promote the Corporate Challenge program in the community, including heading up coordination with corporate contacts.
- Mentor with and assist the Club Coach in coaching of the Novice Junior, Senior Recreational and Masters groups as required
- Registration of new members and Learn to row participants
- Answer/return phone calls and emails and perform administrative tasks in support of the activities of the club
- Maintain boathouse and equipment – notify club members of necessary repairs . and assist with repair work
- Work closely with the club coach to ensure the smooth operation of all areas of the boathouse and programs.
- Meet regularly with the club president
- Attend club executive meetings upon request.

Hours of Work

This position will entail 20 - 40 hours of work per week, with a minimum of 20 hours required. Hours may involve weekends on occasion.

Professional Development

The club encourages efforts to increase certification levels and coaching skills as it is in the best interest of the club and the coach.

Applications Close: March 26, 2010

Email applications to karentaylor@shaw.ca. Receipt of applications will be confirmed.