

2019 SUMMER JOB POSTING

Job Title: New Member Coach & Club Manager

Role: Coordinate the business of the Regina Rowing Club and assist with coaching of new members in the Crew Challenge and High School rowing programs.

Position: You will maintain boathouse operations and administrative functions such as member registration; club promotion; monitoring of RRC phone and email accounts; compilation and distribution of weekly e-newsletters to club members; assist with coaching of the Crew Challenge and High School rowing programs; assist with the facilitation of fundraising activities; and assist with the Western Canada Sprints Regatta.

Candidate: You will be a post secondary student in the fall 2019 semester. You are a vibrant, positive, and motivated individual. You have demonstrated strong organizational, managerial and communication skills. In addition to this, you have the ability to work as part of a team and have demonstrated the ability to meet deadlines. Previous involvement in sport or with a volunteer organization is an asset. Rowing experience and knowledge of the sport is required. Coaching education and experience is a benefit, but not required.

Employment:

Term: April 29, 2019 for 16 weeks. Position may be extended beyond 16 weeks.

Hours per week: Thirty (30) hours per week over duration of term.

Hours of work: Core hours are Monday through Thursday from 3:30pm to 8:00pm.

Compensation: \$14.00/hour to \$15.00/hour

Applicants: Please send a resume with covering letter and contact information for two references, by e-mail to:

Chad Jedlic, Program Director
Regina Rowing Club
RRC@sasktel.net

Deadline: Evaluation of candidates will begin immediately and remain on-going until the position is filled.

***REGINA
ROWING CLUB***

306.757.0928 | RRC@sasktel.net | www.reginarowing.com | P.O. Box 1246 | Regina SK S4P 3B8



Regina Rowing Club – New Member Coach and Club Manager

Duties:

- Promote a fun, and positive environment at the boathouse
- Create a welcoming environment for all members, especially new members, at the club
- Answer and respond to all inquires received on the boathouse phone and via the club email account
- Help members register
- Assist with the integration of new members from the Crew Challenge program into the club.
- Provide regatta information to club members
- Promote the Regina Rowing Club and its various programs
- Recruit and schedule volunteers for various fundraising activities.
- Assist with the organization of the Western Canada Sprints regattas.
- Keep members informed of all club activities by email and boathouse postings.
- Attend all coaching and executive meetings. Develop a strong working relationships with the board, members at large, and coaches.
- Ensure equipment, safety and boathouse policies are adhered to by club members. Ensure broken equipment is brought to the attention of the equipment manager.
- Call past firewood clients and obtain new orders for fall firewood deliveries. These phone calls are to be made in the evenings.
- Keep record of hours worked and tasks performed. Submit weekly.

Job Requirements:

- Enrolled in at a post secondary institution in the fall 2019
- Pleasure Craft Operators Licence, or ability to obtain prior to start of term.
- First Aid and CPR 'C' certificate or ability to obtain prior to start of term.