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**2015 CRC Boathouse Manager**

(Target candidate – University student)

40 hours per week, Term May 4 – August 23rd 2015

Reply to CRC office@calgaryrowing.com by March 1st 2015

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 many aspects of running the boathouse.

**Responsibilities include:**

Boathouse Manager Job Description

Duties include but are not limited to:

* Manage full time seasonal staff to ensure productive, efficient work. Consult with Club Manager on projects and duties for staff.
	+ Especially during May and June, prior to Youth Camps.
	+ Submit staff hours to Club Manager/Club Treasurer/Accountant
* Coordinate Learn-to-Row program
	+ Keep track of LTR staff and hours.
		- Scheduling staff to meet class needs (i.e. if a class doesn’t require 2 instructors, make sure not to overbook or if a class is overfull make sure there are enough instructors)
		- The two hired LTR instructors are responsible for finding their own assistant instructor.
		- Scheduling is done in the “LTR Godbook” on Google Drive. Instructors should be scheduling in their availability on their own. BH Manager helps fill out the gaps with additional instructors if necessary.
	+ Distribute LTR Manual to new instructors.
	+ Respond to all LTR emails.
	+ Rescheduling make-up sessions.
	+ Preparing attendance list/emergency contacts, safety video, feedback forms for instructors.
	+ Process feedback forms and responses.
	+ Send follow-up email to facilitate LTR graduates becoming club members.
	+ Potential problems:
		- Reservoir Closure: On-water classes are cancelled and an email is immediately sent to active and upcoming LTR participants to notify them of the situation. Tell them that they will be contacted as soon as the Res opens again to reschedule their remaining classes. **Note**: Classes 1+2 can still run as scheduled as dryland classes on the erg and tank.
		- Extreme Weather: Classes cannot go on the water in high risk weather situations (fog, lightning, too windy/white caps). Instructor cancels class (if it isn’t a dryland class) and informs participants that they will be contacted to reschedule the lesson. BH manager follows up by emailing available dates.
		- In the event that classes need to be rescheduled, first try to fit participants in to the appropriate session of regularly-scheduled upcoming classes. Ex. they missed lessons 3+4 so put them into the dates that lessons 3+4 of the next LTR class are running. If the upcoming classes are all full then add Make-Up Session dates that are staggered with regularly-scheduled classes. Ex. Make-Up Session with lessons 3+4 runs at the same time as Regular Session 1+2 so that there is enough equipment for each class.
* Rowing Canada registrations
	+ Learn-to-Rows
	+ Youth Camps
	+ Get club members to register/renew.
* Active member finances
	+ Generate invoices and reminder emails for active members to pay for regattas, monthly membership fees, etc.
	+ Assist new members with registration (especially coming in from Youth Camps and LTRs).
	+ Reminder emails to pending/unpaid Youth Camp and LTR registration, cancelling unpaid registrations more than 7 days old.
	+ Reminder emails to submit 4 undated Bingo cheques to the club if they agree to work Bingos.
* Coordinate with Club Manager and Board the planning/execution of club-wide events and regattas.
	+ AB Open
	+ Alumni Reunion
* Assist Equipment Manager with regatta preparations (packing for trailer loading, etc.).
* Posting updates on Facebook, other social media (if applicable).
* Advertisement for Youth Camps and LTRs.
* Day-to-day management of boathouse activities (membership demands, program demands, keeping boathouse tidy, etc.)