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2018 CRC Boathouse Manager

(Target candidate – University student)

40 hours per week, Term May - August 2018

Reply to CRC office@calgaryrowing.com by February 20, 2018

The Boathouse Manager, reporting to the Club 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.

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 and efficient work. Consult with Club Manager on projects and duties for staff.
- Submit staff hours to Club Manager bi-weekly
- Coordinate Learn-to-Row program
 - o Keep track of LTR staff and hours.
 - o Schedule LTR and summer staff to meet class demands and ensure successful and fun LTR experience for participants. Distribute and manage schedule.
 - o Assist in ongoing LTR staff training
 - o Distribute LTR Manual to new instructors.
 - o Respond to all LTR emails.
 - o Reschedule make-up sessions.
 - o Preparing attendance list/emergency contacts, safety video, feedback forms for instructors.
 - o Process feedback forms and responses through the survey system

- Send follow-up email to facilitate LTR graduates becoming club members.
- Ensure that Rowing Canada registrations have been completed for Learn-To-Rows, Youth Camps and Club members and complete if necessary.
- Assist Club Manager with regatta planning, registration and invoice creation.
- Assist new members with registration (especially coming in from Youth Camps and LTRs).
- 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.
- Day-to-day management of boathouse activities (membership demands, program demands, keeping boathouse tidy, etc.)
- Other duties as assigned by the Club Manager

If you feel you will be an ideal candidate please forward your resume and cover letter stating your experience to: office@calgaryrowing.com prior to Feb 20, 2018.