



2017 CRC Boathouse Manager

(Target candidate – University student)

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. Preference will be given to those with First Aid/CPR certification, Pleasure Craft certification, Criminal Record Check and coaching certifications. Successful candidates will be required to attend a Rowing Canada Learn to Row weekend-long workshop and further CRC specific training.

Responsibilities include:

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.
 - o Especially during May and June prior to Youth Camps.
 - o Submit staff hours to Club Manager bi-weekly
- Coordinate Learn-to-Row program
 - o Keep track of LTR staff and hours.

- Schedule staff to meet class needs
- Distribute LTR Manual to new instructors
- Respond to all LTR emails and send out LTR and Youth camp specific communication to participants
- Reschedule make-up sessions
- Preparing attendance list/emergency contacts, safety video and feedback forms for instructors
- Send follow-up email to facilitate LTR graduates becoming club members.
- 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 register for bingos
- Coordinate with Club Manager and Board the planning/execution of club-wide events and regattas.
 - AB Open
 - Alumni Reunion
 - Novice regatta
 - Any additional event as per Club Managers' request
- Assist Equipment Manager with regatta preparations (packing for trailer loading, etc.).
- Day-to-day management of boathouse activities (membership demands, program demands, keeping boathouse tidy, etc.)
- Additional office and maintenance duties will be assigned by the Club Manager

Hours:

40 hours per week, May 1 – Aug 25, 2017

Application Deadline: Feb 25, 2017

Please send your Resume and Cover letter to office@calgaryrowing.com