



Calgary Rowing Club
PO 36117 – 6449 Crowchild Trail SW
Calgary, AB, T3E7C6
office@calgaryrowing.com | (403) 249- 2880

Job Posting

Position: Club Manager

Location: Calgary, Alberta

Application Closing: March 25, 2022 (applications will be reviewed on a rolling basis)

Start date: As soon as possible

Overview

The Calgary Rowing Club (CRC) is seeking a qualified Club Manager who shall be responsible for overseeing and providing direction in all aspects of the facilities management including rowing operations, customer service, sales, marketing, basic bookkeeping, budgeting assistance and human resources. The position reports directly to the CRC Board of Directors.

The CRC is a successful club that provides a community environment to foster a passion for the sport of rowing and support athlete development. Founded in 1966 on the shores of the Glenmore Reservoir, the CRC provides year-round competitive and recreational rowing programs for all skill levels. Athletes from the CRC compete successfully at local, national and world levels. The CRC takes pride in developing high-level athletes as well as giving hundreds of people the chance to experience the joy of rowing.

Responsibilities and Duties

Administration:

- In cooperation with CRC Coaches, maintain and disseminate information on CRC programs, including event registration and timelines (publicizing on web and in communications)
- Organize and maintain membership registration
- Maintain the CRC website and manage newsletter communications to members
- Perform basic bookkeeping using Wild Apricot, Paypal and QuickBooks software
- Payroll management
- Ensure Club bingo responsibilities are fulfilled by acting as liaison with event participants and the Bingo Palace
- Ensure all insurance policies, non-profit status, and grant applications are up to date

Relationship Management:

- Serve as the point of contact for all public and member inquiries via email, phone and in person
- Serve as liaison between Alberta Rowing Association (ARA), Rowing Canada Association (RCA), and all other rowing clubs
- Serve as liaison for public agencies and partners such as the Calgary Canoe Club, City of Calgary, the Bingo Palace, Alberta Liquor and Gaming etc.

Equipment:

- Work with CRC coaches to ensure equipment is in safe and acceptable condition for use
- Oversee and perform regular maintenance of equipment as needed, including ergometers, coach boat, motors, indoor tank facility, truck, trailers and boats
- Coordinate boat/equipment use with coaches, programs and Calgary Canoe Club as required

Facility Support:

- Work collaboratively with the Calgary Canoe Club manager to ensure the facility, equipment and race course are in a clean and safe working order
- Clear sidewalks of ice and snow in the winter
- Oversee occasional repair or maintenance jobs including painting, plumbing work, etc.

Program and Regatta Support:

- Oversee summer staff who run youth rowing camps and learn to row programs.
- Onboard all new staff including seasonal staff and new coaches
- Manage coaching schedule and ensure appropriate coverage for all programs in cooperation with program coaches
- Coach sessions, upon coach or staff absence, as required
- Organize travel arrangements for employees and athletes for offsite regattas
- Perform necessary on-site preparations for home regattas (2 – 3 regattas/year)

Nature of the Position:

This is a full-time salaried position that requires approximately 40-60 hours/week from May to October and 20 – 40 hours/week from November – April.

Qualifications:

- Degree or diploma from a post-secondary institution, preferably in a business/marketing/communications role
- 2 – 5 years' experience in a customer service or communications role
- Management experience
- Expertise in service excellence
- Valid Driver's License
- Ability to work full time with flexibility required to accommodate evening and weekend work
- Valid Pleasure Craft Operator Card is an asset
- Some level of coaching certification or willingness to complete coaching certification

Skills/Knowledge:

- Demonstrates a passion for rowing
- High degree of self-motivation and initiative
- Ability to think creatively and develop effective, customized solutions for unique situations
- Ability to load and drive a vehicle with a boat trailer considered an asset
- Excellent organizational and time management skills
- Ability to form strong positive working relationships with a variety of stakeholders
- Volunteer management skills

Candidates will be required to complete a criminal record check with vulnerable sector search in addition to completing requirements as outlined in the Safe Sport policy.

Salary range: 45,000 – 55,000 annually

Only candidates being considered for interviews will be contacted. Applications will be reviewed on a rolling basis.

Email resumes with accompanying cover letter by March 25, 2022 to:

Calgary Rowing Club

E: office@calgaryrowing.com