



PO Box 36117 - 6449 Crowchild Trail S.W.
Calgary – Alberta T3E 7C6
Tel.: 249-2880
office@calgaryrowing.com
www.calgaryrowing.com

Job Posting

Position: Summer Instructor (2 positions available)

Location: Calgary, Alberta

Application Closing: February 20, 2022

Start Date: May 2, 2022

End Date: August 26, 2022

Overview

The CRC is a successful rowing 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 equal pride in developing both high-level athletes as well as giving hundreds of people the chance to experience the joy of rowing.

About this position

The Calgary Rowing Club (CRC) is seeking two qualified Summer Instructors who shall be responsible for coaching and educating Learn to Row and Youth Camp participants in the basics of rowing. Summer Instructors shall be responsible for providing administrative support with summer club activities and programs including the Learn To Row program and summer camp. Summer Instructors provide an enjoyable experience that will encourage participants to become further involved with the Calgary Rowing Club. The goal of a Summer Instructor is to create a fun and safe atmosphere for participants through confident instruction, enthusiasm and safety. Their 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 Summer Instructor 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 Summer Instructor will work collaboratively with a team of summer staff to provide quality programs at the CRC between May and August. The Summer Instructor reports directly to the Club Manager.

Responsibilities and Duties

- Assist Club Manager with answering membership emails and concerns including completing other administrative duties as assigned by the Club Manager
- Coordinate Learn-to-Row program
 - Keep track of LTR staff and hours.
 - Schedule LTR and summer staff to meet class demands and ensure successful and fun LTR experience for participants. Distribute and manage schedule.
 - Respond to LTR emails.
 - Reschedule make-up sessions.
 - Preparing attendance list/emergency contacts, safety video, feedback forms for instructors.
 - Process feedback forms and responses through the survey system
 - Send follow-up email to facilitate LTR graduates becoming club members.
 - Coach LTR sessions if needed
- Coach/instruct the weekday AM and PM Learn-to-Row and Summer camp programs
 - Provide a high-quality learning experience to program participants
 - Ensure athlete's safety by following all CRC safety procedures
 - Respond to participant concerns
- Assist with and instruct high-school, private and corporate LTR programs
- Assist program coaches with their respective regular programs during work hours as needed
- Assist Club Manager with regatta planning and set up
- Assist with welcoming new members to the Club. Help new members find their way around the club
- Assist Club Manager with coordination of Club-wide events including the AB Open, Novice regatta among others
- Assist 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
- Assist with day-to-day management of boathouse activities (membership demands, program demands, keeping boathouse tidy, etc.)
- Assist with Boat repairs and club clean-up as required
- Other duties as assigned by the Club Manager

Training

- Staff will receive training at the beginning of the work term regarding:
 - Learn To Row and Youth Camp coaching (RCA LTR Coach)

- Safe operation of safety boats
- Safety procedures at the CRC
- Safe handling of materials used for boat repair (PPE provided)
- Rigging training

Nature of the Position

This is an hourly position that requires 40h of work per week. The schedule for the month will be discussed at the beginning of every month.

Qualifications

- Knowledge of the sport of rowing
- Ability to coach sweep and scull rowing
- Coaching experience preferred
- CPR-C and AED certification
- Pleasure Craft License
- Ability to work self-directed and as part of a team
- Proficient with the use of MS Office and Google Suite
- Successful completion of a Criminal Background Check with Vulnerable Sector Search following the Rowing Canada Aviron Screening requirements.

If you feel you will be an ideal candidate, please forward your resume and cover letter titled "First Name.Last Name – Summer Instructor" stating your experience to: office@calgaryrowing.com prior to Feb 20, 2022.

This position is part of the Canada Summer Jobs program. Please note that the position relies on funding from Canada Summer Jobs