



Halifax Rowing Club

Job Posting: Club and Equipment Manager, full time seasonal

About Halifax Rowing Club

Halifax Rowing Club (HRC / the Club) is the largest rowing club east of Quebec and is located on the historic and beautiful North West Arm in Halifax. The purpose of HRC is to provide recreational and competitive rowing in our community and to actively encourage participation in the sport. HRC believes in principles of inclusion and assisting people to be active in sport. As such we offer programs designed for beginner, intermediate and advanced rowers interested in fun, fitness, recreation and/or competition. Our competitive rowers race in regattas in eastern Canada and the eastern United States. Interested recreational rowers also compete in many regattas throughout the rowing season.

Position overview

HRC's Club and Equipment Manager works with direction from the HRC Head Coach and HRC Board of Directors (the Board) to ensure the safe and smooth operation of the club and its programs.

Key responsibilities include but are not limited to

Administration

- Verify that individuals have registered for a program on the RCA Registration System and/or assist new members / participants to register on the RCA website
- Ensure that all the participants' required fees have been paid, including regatta fees when appropriate
- Provide members and participants with all the information they require when they register to ensure that they have a positive experience with the club
- Confirm that all registration forms and payments are properly documented and stored securely until they are passed on to the Club Treasurer
- Check and respond to emails, voicemails and social media directed to the club
- Assist in the planning and execution of HRC regattas

Community Outreach and Recruitment

- Provide information on HRC's learn-to-row and other rowing programs to any interested individual or group
- Promote rowing as a competitive sport and as a lifelong activity within the community and Nova Scotia
- Organize workshops in local junior high and high schools to introduce and recruit youth to rowing at HRC
- Develop and organize free Come-and-Try Rowing events to reach minority groups and the community-at-large to promote healthy living through rowing and recruit new members to HRC

Boathouse Operations

- Work with the Head Coach to schedule staff and equipment for the safe and effective running of all HRC programs
- Ensure that the Club's safety and equipment policies are followed by all Coaches, Volunteers and Members
- Work with the Equipment Director, Head Coach and Rowing Coaches to ensure that the Club facilities and equipment are properly maintained and repaired
- Maintain an inventory of all supplies and equipment and make sure that extra supplies are available

Qualifications

- Secondary education required and post-secondary education in management or related field preferred
- Previous rowing experience is not required but considered an asset
- Pleasure craft operator's card an asset
- Current qualifications in First Aid and CPR
- Excellent interpersonal, communication and organizational skills
- Proven time management skills with the ability to manage multiple tasks

Employment terms

- 30-35 Hours/week (Hours may vary weekly based on program schedule, regattas, etc.)
- 14-16 weeks May-August
- \$14-\$15/hr depending on experience
- Work hours include daytime, evening and weekend shifts
- Applicants must be between the ages of 15 and 30 years old and returning to FT education in fall 2022
- This is a grant supported position and the details of the employment terms are dependant on HRC successfully securing funding

Criminal record check

- If requested to do so, applicants for this position must, at their own expense, provide a Criminal Record Check and Vulnerable Sector Check.

Qualified applicants are invited to send a cover letter and resume to the Hiring Committee at rowing@halifaxrowing.ca by March 16th, 2022. We thank all applicants in advance, however we will only be contacting those selected for an interview.