

PETERBOROUGH ROWING CLUB

SUMMER POSITION FOR PROGRAM COORDINATOR

JOB POSTING FOR 2010

The Peterborough Rowing Club is looking for an individual for Summer Employment from May 1st to August 31st. The successful candidate will assist the Club Captain with the running of the Club rowing programs and provide coaching for the spring/summer programs. The Rowing Club program consists of High School, Competitive School Program, Learn-to-row, Masters, and Adult/Youth Recreational Rowing Schools. The Main focus of the job will be in the area of the Recreational Program & Learn to Row Programs. Coordinator will responsible for promoting and running the High School Spring Youth at Risk Program.

POSITION: SPRING/SUMMER CLUB/PROGRAM COORDINATOR

LENGTH OF POSITION – MAY to THE END OF AUGUST

SALARY – SALARY BASE ON A HOURLY RATE

SHIFTS – ALL SHIFTS, including WEEKENDS

REQUIREMENTS OF THE JOB – Manage the day to day rowing activities of the Club
And provide leadership and coaching to the High
School and Club members and athletes as per job
description. Spring Youth at Risk Program will be
the responsible of the Coordinator.

Anyone wishing to apply for the vacancy shall do so in writing by mail or e-mail no later than Monday, February 22nd. Interviews are March 6 & 7 and selection of the candidate will be by March 20th, 2010. The successful candidate begins work part time immediately on promotion and to keep current on incoming inquiries on programs.

Resumes will be received by – Barbara Faulkner
C/o Falcon Process Control
1049 Crawford Drive
Peterborough, Ontario
K9J 6X6

e-mail – barbara@falcon-equipment.com
Phone – 705-745-7001

PETERBOROUGH ROWING CLUB

JOB DESCRIPTION FOR SUMMER OF 2010

JOB TITLE - SPRING/SUMMER CLUB/PROGRAM COORDINATOR

SALARY BASE ON A HOULY RATE

REPORTS TO – TO HEAD COACH

JOB SUMMARY

Manage the day to day rowing activities of the Club and to provide promotion, coaching, leadership to the High School Athletes, Youth/Adult Recreation Rowers, Master Rowers and Youth At Risk

QUALIFICATIONS

Educational - NCCP Level 1

Experience – experience as a competitive Athlete and Coaching at a competitive or Recreation level

Other Suggested Qualifications –

- Boating License
 - Basic boat repair knowledge
 - Valid Ministry of Transportation Drivers Licence
 - Excellent organization skills
 - Computer skills
 - First Aid and CPR
 - Excellent Communication skills
-

Duties –

- Promote, Advertise and manage all aspects of the Club Summer Program
- Assist the Club Captain in the programming, scheduling personnel & equipment
- Be visible and Approachable to the members
- Oversee registration of programs and collection of fees on recreational & Learn-to-row programs
- Ensure the PR Facilities and Equipment is safe and well-maintained
- Assist members with the use of equipment
- Provide accurate health & fitness information to the members through personal knowledge and / or resource materials

- Communicate & educate members in the principles of physical and recreational activity of rowing
- Ensure that the boathouse and compound are secure after each shift
- Assign equipment and coach boats
- Provide assistance and promote Club Youth Rowing / Adult Recreational Rowing Programs
- At the end of season, to present summary report on the season with recommendation for the next season