



## **SOUTH NIAGARA ROWING CLUB**

27-200 Fitch Street, Suite 225  
Welland, Ontario, Canada L3C 4V9

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### **Club Administration Coordinator ( 1 Position)**

The Club Administration Coordinator will be largely responsible for the day-to-day administration of the SNRC. This will include working with existing members, coaches, and volunteers, as well as handling inquiries from prospective members. This position will also carry out various tasks to provide assistance to and support for our Club Programs Manager (CPM). This position will report to the VP Administration.

The Club Administration Coordinator will represent the Club with professionalism, respect and leadership. The time commitment and compensation will be as follows:

- 30-35 hours/week for approx. 12-14 weeks @ \$17.50/hour. Starting as early as May 25, 2021.

### **Responsibilities**

Responsibilities would include, but are not limited to the following:

- Promoting rowing in the South Niagara community
- Ensuring that the club's mission, values, and vision are adhered to, with support from the VP Administration and SNRC Board of Directors
- Assisting the CPM with the following:
  - increasing the SNRC's membership base by diversifying program offerings
  - the delivery of existing and new club programming, including scheduling and equipment organization
  - COVID management tasks
  - general club wide communications
  - enforcement of SNRC rules & safety policies, including adherence to COVID restrictions
  - regatta travel and accommodations
  - responding to inquiries from existing and prospective members
  - coordinating volunteers for general club activities
- Working with the club Registrar to coordinate registration from new and existing members as well as coaching staff. This will include ensuring that all appropriate registration, payment and training requirements have been met.
- Assisting the Marketing Coordinator to ensure the SNRC website and social media accounts are current with club information and program offerings
- Assisting the Director – Marketing & Communications and Marketing Coordinator with promoting events and various club marketing initiatives
- Maintaining a secure and confidential membership contact list, which will include member contact information, as well as all necessary waivers and proofs of payment
- Assist CPM with supervision of summer student hires

The Club Administration Coordinator position will be based out of the South Niagara Rowing Club location at 270 Colborne St in Welland but working remotely from home, as required due to COVID restrictions, is also acceptable.

### **Education and/or Experience desired:**



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- Currently enrolled in or have completed a University or College program in the Business Administration or Sports Management field (or equivalent).

### **Other Requirements:**

- Must be under 30 years of age (requirement for CSJ grant funding)
- Must have own transportation
- Must have excellent communication skills, both written and oral, along with organizational skills
- Working knowledge of WORD and EXCEL
- Able to work independently and as part of a group
- Working knowledge of social media platforms (Facebook, Twitter, Instagram) and website development
- CPR & AED certified
- Pleasure craft Operator licensed

The following skills would be considered an asset:

- Financial reporting and accounting skills
- RCA Learn to Row or RCA Coach trained
- Knowledge of rowing operations in Ontario

Email interest by cover letter and resume to [jobs@rowsnrc.ca](mailto:jobs@rowsnrc.ca) by April 9th, 2021.

We thank all applicants in advance, however, only those selected for an interview will be contacted. SNRC is an equal opportunity employer. We welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.

Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact SNRC [info@rowsnrc.ca](mailto:info@rowsnrc.ca)