

Career Opportunity - General Manager, South Niagara Rowing Club

South Niagara Rowing Club (SNRC – www.rowsnrc.ca) is a not-for-profit organization established in 1976 to offer competitive and recreational rowing programs to members in Welland, Ontario and surrounding areas. SNRC is looking for a General Manager to bring their rowing expertise and leadership into the club to recruit, train and develop athletes of all ages to **Stay Fit, Make Friends and Have Fun!**

Rowing programs are offered out of the South Niagara Rowing Club year-round with on-water programs running from April 1 – October 31 each year. During the winter, the club continues to operate with off-water training that takes place at various training centres.

The General Manager is responsible for the overall management and administration of the operations and facilities for the South Niagara Rowing Club – working closely with the club's Head Coach to ensure that proper planning and management of facilities and equipment are in place for the successful operation of all club programming throughout the year.

The SNRC mission statement is "***To bring new participants of all ages into the sport of rowing, to develop their fitness, athleticism and rowing skills, and to further their interest, involvement and achievement in rowing***" and the General Manager will be one of the key individuals to help the club achieve its mission.

Responsibilities

This role requires a strong ability to communicate to youth participants, adult participants, club staff, coaches, and parents with clarity, in terms of the club's management and operations. The General Manager will be accountable to and report to the Board of Directors and will be responsible for the general management/administration of all club facilities, equipment, and activities/events, including the management of COVID related activities, policies, and procedures.

Responsibilities will include:

- Working closely with the Rowing Committee to do the following:
 - Recruit, train and develop staff and volunteers to help manage the club equipment and facilities.
 - Develop and execute plans for equipment and facility maintenance and replacements.
 - Manage the club's annual budget and associated expenditures.
- Directly manage, with the assistance of the Head Coach and the Rowing Committee:
 - The supervision of summer staff hires.
 - Planning, coordinating, and recording all equipment repairs and performing minor repairs to the rowing shells to ensure the competitive and training fleets are always in optimal state for use.
 - Regatta planning including the transporting or arranging for the transport of rowing equipment for all away regattas
 - The enforcement all club policies including but not limited to the Athlete Code of Conduct, Coaches Code of Conduct, COVID Code of Conduct and Club Rules.
 - Obtaining suitable centralized training facilities and scheduling off water training over the winter season for youth and adult athletes of all levels
 - Preparations for club events such as club BBQs, Try it Days and training camps

- Act as club liaison with the City of Welland/WIFC, Rowing Canada and Row Ontario to coordinate operational activities and events.
- Manage general club administration activities including member communications.
- Responsible for the management of the club's COVID policies and procedures including:
 - Conduct COVID training/orientations for all members and coaches
 - Manage and procure COVID PPE/sanitizing materials and cleaners
 - Manage and monitor daily member COVID self-assessments
 - Manage and monitor daily equipment log sheets
 - Daily cleaning/sanitizing of two boathouses and coaching office
 - Daily cleaning of docks
 - Laundering of equipment cleaning cloths
 - Develop and monitor COVID procedures and modify club COVID Management Plan as required
 - Act as a member of the club's COVID Management Committee and participate in committee meetings
 - Attend meetings, as required, with Rowing Canada, Row Ontario, and the City of Welland/WIFC regarding changing COVID management restrictions/protocols to ensure the club's COVID management efforts remain current

Qualifications and Experience

A successful candidate for this position will possess:

- Previous experience as a General Manager (or similar role) of rowing club operations and maintenance activities.
- A history of being a self-starter who is self-motivated and can work independently to achieve goals of a strategic plan.
- Strong leadership skills including previous experience in leading staff and volunteers.
- Background and experience in managing COVID management and related activities.
- Knowledge and capability in carrying out minor boat repairs.
- A team player with an aptitude for mentoring and motivating club staff and others.
- Excellent interpersonal, analytical, and organizational skills and the capacity to allocate time and resources in the face of conflicting priorities.
- The successful candidate will demonstrate a strong work ethic, emotional intelligence, and dedication to a positive club culture supported by the South Niagara Rowing Club policies.
- Demonstrate sound financial management working within budgets to execute rowing activities and facility operations.

Certifications / Education

Because this position will be involved with the recruiting and management of youth staff – a **Vulnerable Sector** Check must be completed through the local police force.

Certifications required are:

- Canadian Pleasure Craft Boating License
- Current First Aid/CPR
- Ontario "G" Driver's License (or equivalent)

Certifications considered a strength:

- RCA Coach Weekend I and/or Learn to Row certification

Compensation and Benefits

SNRC is committed to creating an environment that is supportive of staff learning, growth and development. Salary for this position is commensurate with experience, and includes supplemental health benefits, and paid vacation time.

Term of Contract

This position is for a 12-month contract with the potential for renewal. The anticipated start date for this position is May 30, 2022.

Email interest by cover letter and resume to jobs@rowsnrc.ca by May 13th, 2022.

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