



SOUTH NIAGARA ROWING CLUB

27-200 Fitch Street, Suite 225

Welland, Ontario, Canada L3C 4V9

Club Operations Coordinator – 1 Position available

The Club Operations Coordinator will take responsibility for the day-to-day club administration and the general maintenance of SNRC equipment and facilities. The Club Operations Coordinator will provide support for the Youth Programs Manager, Directors, coaching staff and members/athletes and respond to inquiries from prospective members. This position will report to the VP Administration, or their designate.

The Club Operations Coordinator will represent the Club with professionalism, respect, and contribute to a positive culture supported by South Niagara Rowing Club policies.

The time commitment and compensation will be as follows.

30-35 hours/week for approx. 12 – 15 weeks @ \$19.00/hour. Starting as early as May 13, 2024 (Final work hours/wk and duration will be subject to CSJ grant funding received)

The Club Operations Coordinator, with support from the SNRC Board of Directors, safeguards the club's mission, values, vision, and SNRC rules & safety policies and ensures the club facilities, grounds and equipment are maintained to meet the needs of South Niagara Rowing Club stakeholders.

Responsibilities include but are not limited to the following:

- Assisting the VP Rowing, Youth Programs Manager, and coaching staff with organizing regatta travel and accommodations and required equipment.
- Coordinating with the Youth Programs Manager, Coaches and Director – Human Resources/ V.P. Rowing to monitor approved staffing levels/hours and reports for payroll submission.
- Coordinating with the club Registrar for athlete/participant registration ensuring all necessary registration, payment and training requirements are met.
- Assisting the Director – Marketing & Communications and Marketing Coordinator with event promotion, club marketing initiatives and ensuring the SNRC website and social media accounts are current with club information and program offerings.
- Issuing general club wide communications, as required.
- Maintaining a clean and safe environment, ensures proper operation of the required safety equipment.
- Daily club opening and closing tasks. Wash/sweep/clean and maintain club docks.
- Take a lead role in the recruitment and coordination of volunteers for the execution of club events and regattas.
- Maintain/monitor coach boat fuel inventory and on-board safety equipment.
- Assist Bookkeeper with tracking facilities related invoices and payments and ensuring timely completion of staff weekly timesheets and expense reports.
- Identify, report, and track needed equipment/facility repairs.



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- Assist with maintaining supplies inventory and the general maintenance of club boathouses, buildings and club grounds including gardening and landscaping.
 - Keeping current and confidential information including coach training certificates, payroll information, participant waivers and swim test certificates.
 - Daily interaction with program participants.
 - Providing general assistance to coaching staff, Board members, club guests and club volunteers, as required.

The Club Operations Coordinator will be based at the South Niagara Rowing Club location at 270 Colborne St in Welland, Ontario.

General Requirements: The Club Operations Coordinator shall have:

- Their own means of transportation.
- Basic knowledge and experience in building and grounds maintenance and/or repair
- Ability to lift to 50lbs.
- Able to work independently and as part of a group.
- Willingness and availability to work split shifts.
- Excellent written and oral communication skills and organizational skills.
- Working knowledge of Microsoft 365, familiar with popular social media platforms.

Other Requirements:

- Must be under 30 years of age, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, (requirement for CSJ grant funding)
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

The following skills would be considered highly desirable:

- CPR & AED certified.
- [Pleasure Craft Operator Card](#)
- Previous facilities maintenance experience
- Knowledge of rowing/ rowing operations.
- RCA Learn to Row or RCA Coach trained.
- Financial reporting and accounting skills.

Education and/or Experience desired:

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

Previous work experience with general building and grounds maintenance activities.



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Email interest by cover letter and resume to jobs@rowsnrc.ca by April 15th, 2024.

We thank all applicants in advance, however, only candidates 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