

Argonaut Rowing Club

Introductory Program Coordinator

Background

Founded in *1872*, the *Argonaut Rowing Club* is one of Canada's oldest and largest rowing clubs. Located along Ontario Lake at 1225 Lake Shore Blvd West, in Toronto, it offers excellent rowing conditions inside a breakwater-protected course.

The ARC offers several programs to introduce individuals to the sport of rowing, including:

Learn to Row – Provides opportunity to discover rowing and sculling in groups of 8 to 16. Anyone over the age of 16 can join this program.

Development – The continuation of learn to row where individuals can hone their rowing skills through tiered progression

Corporate – This program is to support corporate clients conducting away days and team building through rowing

Recreational Program – The program allows members to practise rowing without the pressure of competing in a controlled and coached environment

Overview of position

The Introductory Program Coordinator supports the Learn to Row Program (LTR) and the Development programs at the Argonaut rowing club. The Coordinator reports to the Assistant Head Coach and the Director of Introductory Support Programs. The Coordinator provides a high level of customer service to their portfolio of programs and manages day to day on water operations. The Coordinator works cooperatively with volunteer LTR instructors, club staff, club members and members of the Board of Directors. The coordinator oversees and provides guidance to volunteer LTR instructors during all scheduled sessions of the Learn to Row program.

This is a hands-on position requiring a high level of rowing knowledge, positive attitude, enthusiasm, initiative and flexibility.

Specific responsibilities include:

- Learn to Row & Learn to Scull Programs:
 - Lead instructor of the LTR program
 - Recruit additional volunteer instructors from ARC membership
 - Provide leadership and support to volunteer instructors
 - Support and help organise LTR regattas
 - Monitor condition of rowing and safety equipment, ensuring in advance that equipment is ready for each session; arrange for repairs as required
 - Promote the transition of new members from LTR/LTS to development program

Qualifications Required

- Comprehensive knowledge of rowing
- Experience instructing Learn to Row
- Superior customer service experience
- Strong communication and organizational skills
- Flexibility and ability to work hard
- Willingness to get directly involved in ARC activities and programs
- Self-motivated / willing to take initiative / problem-solver
- Ability to work independently, with a minimum of supervision
- CPR, Coast Guard and Port Authority Operators License are an asset; training will be provided by Club otherwise

Position start/end dates

The Coordinator position runs from April 18 until August 30, 2015 (Dates negotiable).

Hours of work

The Coordinator will work the following hours/schedule:

- Monday to Thursday approximate 5:30-9:15, Saturday and Sunday approximately 8:30-12:15
- There are no classes scheduled on long weekends or holidays

Compensation

- \$11 - \$13 per hour depending on experience.

Application Deadline:

March 15, 2015

Please forward resumes to **ltr@argonautrowingclub.com** and indicate Introductory Program Coordinator in the subject line.

Only those selected for an interview will be contacted.