

ARC General Manager

December 12, 2017

Purpose

The General Manager of the ARC is a part-time position that works to support the Board of Directors and in a complementary fashion to the Head Coach's leadership of rowing programs, so that together they collectively provide a complete rowing and social experience for members.

Responsibilities

Program Planning and Administration

1. Work with Head Coach and program coordinators to plan pre-season for each program.
2. Ensure that all regatta entries are submitted and members invoiced in a timely fashion.
3. Ensure on-boarding of seasonal staff.
4. Forward input from members to the appropriate Board member
5. Provide support to Membership Director in managing membership records.
6. Administration – Respond to emails within 1 work day - although the GM is not expected to work seven days a week!

Events

7. Support the Communications Director to maintain a calendar of club events.
8. Support the Events Director in planning for the two Club regattas and Double Blue Gala
9. Liaise with Banquet Manager to assist in organizing dinners and events for members
10. Coordinate delivery of corporate learn to row, and a corporate rowing league.
11. Be available to the ARC Board for their monthly meetings, as needed.

Facilities Management

12. Ensure that necessary tidying is undertaken in boat house, on the dock
13. Work with and greet contractors, seeks quotes.
14. Identify major external cleaning for Spring and Fall.

Marketing and Promotion (if time permits)

15. Find new ways to promote the Club (e.g., leverage technology, pop-up erging)
16. Develop a members' discount webpage and find partners that will offer a discount

Hours/Days of Work – 15 hours per week - over 5 days to be negotiated

Compensation – \$15,000 - full year position.