

# **Argonaut Rowing Club**

## **Introductory Programs Manager**

---

### **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 17 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 practice rowing without the pressure of competing in a controlled and coached environment

### **Overview of position**

The Introductory Programs Manager operates the Learn to Row Program and assists with the coordination of the Learn to Scull and Corporate rowing programs at the Argonaut rowing club. The Manager reports to the (volunteer) Director of Introductory Support Programs and works with guidance from the Junior Head Coach. The Manager provides a high level of customer service to their portfolio of programs and manages day to day operations. The Manager works cooperatively with volunteer LTR instructors, seasonal club staff, club members and members of the Board of Directors. The Manager recruits, oversees and provides guidance to volunteer LTR during all scheduled sessions of the Learn to Row program. Monitoring and management of the program are done on site, prior to the day's scheduled sessions.

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
  - Coordinate delivery of LTS program
  - Recruit additional volunteer instructors
  - Provide leadership and support to volunteer instructors
  - Respond to email and phone inquiries, monitor online registrations, and set crews
  - Plan, organize and deliver LTR regattas
  - Track LTR instructors' hours and arrange payment through Director of ISP
  - 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 club members from LTR to Recreational program
- Corporate
  - Management of corporate LTR sessions while at Argonauts and coaching requirements for sessions
- Management
  - Assist General Manager and Junior Head Coach answering general club enquires
  - Other office duties as they arise

## **Qualifications Required**

- Comprehensive knowledge of rowing
- RCA LTR Instructor coaching course
- 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 minimal supervision
- First Aid, CPR, Pleasure Craft Operator's Permit, and Toronto Port Authority Operator's Permit are an asset; training will be provided by Club otherwise
- Skilled in using MS Office (Word, Excel, Outlook).

## **Position start/end dates**

The Introductory Programs Manager position runs from April 14 until August 26, 2018

## **Hours of work**

The Manager will work the following hours/schedule:

- 4 hours / day Monday to Thursday approximate 5:15pm-9:15pm and 4.5 hours Saturday and Sunday approximately 8:30-1:00
- Program administration to be completed from Club office

## **Compensation**

- \$14 per hour

## **Application Deadline:**

March 7, 2018

Please forward resumes to [learntorow@argonautrowingclub.com](mailto:learntorow@argonautrowingclub.com) and indicate Introductory Programs Manager in the subject line.

Please note: we thank all applicants in advance, however, only those selected for an interview will be contacted. All qualified candidates will be considered but priority may be given to applicants with disabilities, Aboriginal applicants or applicants that are a member of a visible minority.