

Argonaut Rowing Club General Manager

Position Description

Purpose:

The Argonaut Rowing Club (ARC) General Manager (GM) role will be responsible for providing coaching leadership and support, managing and overseeing the delivery of programming at the club, supporting the volunteer Directors, and maintaining ARC equipment and facilities. Reporting to a Management Committee within the Board of Directors (BOD), the GM will work closely with and assist various Board Directors on program planning and delivery.

Responsibilities:

1. Coaching leadership and support

- a. Provide leadership, mentoring and supervision to the coaching staff to ensure that all programs are being delivered in the most efficient manner possible given the available resources.
- b. Work with coaches to increase the membership, across all hours of the day, to maximize the use of the facility and equipment
- c. Provide administrative support to the coaching staff to permit them to do more coaching.
- d. Support volunteer coach recruitment with a focus on all coaches meeting the RCA [Every Coach Certified](#) requirements
- e. Coordinate and plan with the ARC partners (BH, UofT, KCS) to ensure that all programs operate efficiently and collaboratively, and to ensure accurate athlete registration and timely invoicing
- f. Coordinate athlete registration and regatta entries for various club programs.
- g. Coordinate and plan rowing equipment and trailer loading for regattas.

2. Program Delivery in Support of Volunteer Directors

- a. Work with the Board of Directors on overall club growth strategy in order to maximize the use of the club and facilities.
- b. Work with others to act as a Volunteer Coordinator for the whole Club, noting gaps and recruiting volunteers to fill them
- c. Work with volunteer directors including Events Director (club regattas and events), ISP Director (LTR and Camp Argo programming), and Fundraising Director (targeted fundraising programs for capital equipment projects and investments).
- d. Coordinate and oversee the structure and delivery of the Camp Argo programming to achieve skills development in RCA's Athlete Development Pathway.
- e. Assist as required in the operation of the Henley Room

3. Facility and Equipment Maintenance

- a. Work with ARC programs and partners on the identification of priority seasonal equipment allocations and assignment of boathouse rack space.
- b. Coordinate repair and upkeep of rowing equipment (shells & oars), coach boats and safety equipment.
- c. Oversee, and maintain the security of the facility, equipment and rowing fleet.

4. Reporting

- a. Provide the Board of Directors with monthly and end-of-the-year reports on the progress in accomplishing the position's goals
- b. Attend monthly board meetings

Term

This position is temporary and on a seasonal basis beginning in March 2023 and concluding at the end of the 2023 on-water season. It is a full time contract position. Continuation of the role as a paid position depends on the successful achievement of outcomes.

Timelines

Please submit your resume and cover letter describing what you will bring to this job, to secretary@argonautrowingclub.com , with "General Manager position" in the subject line, by **Saturday, March 4, 2023, 5:00 PM ET.**

Qualifications:

- Registered and Certified RCA Coach, has completed Rowing Canada Aviron's [Every Coach Certified](#) requirements [EPIC (VSS), CIS, MED, Rowing Essentials]
- 3 - 5 years' experience coaching, with accompanying demonstrated success
- Valid Driver's Licence for trailer driving
- Canadian citizenship or valid ability to work in Canada
- Current Standard First Aid and CPR C Certification
- Pleasure Craft Operators Card and Toronto Port Authority Operator's card (or willing to obtain)
- Minimum 25 years of age

Vacation:

Two weeks paid vacation, plus the following statutory holidays.

Statutory holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Ontario's Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day. Where a regatta falls on a holiday, the GM will be provided with time in lieu at straight time

Compensation

Salary will be commensurate with experience.

Accessibility

We are 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 the Argonaut Rowing Club directly at secretary@argonautrowingclub.com

Working Conditions and Physical Requirements

- Heavy lifting of equipment (motors, boats, oars, etc.)
- Hours of work: sometimes two shifts (beginning and end of day)
- Physical ability to assist rowers in emergencies on the water
- Programs are held at a variety of times throughout the week so schedules will include early morning hours, weekend hours and split shifts.
- During regatta season several weekends will be required for regatta participation.
- Due to the physical nature of the activity including preparing the boats, there is a large physical component to the position. Physical work is required to assist in program delivery and facility upkeep.