

Argonaut Rowing Club

Introductory Program Manager

Position Summary

Under the guidance and supervision of the Introductory Programs Director, the Introductory Programs Manager will help facilitate and support the operation and administration of the 'Learn to' and event rowing programs. The Manager reports to the (volunteer) Director of Introductory Support Programs and works with guidance from the Director of Media and Communications. This is a hands-on position requiring a high organisational skill-set, positive attitude, enthusiasm, initiative, and flexibility. Knowledge of rowing is an asset. The role is designed for the spring/summer months. The main focus of this role is for the Learn to Row and group booking programs; however, support for other programs may fall into scope.

Programs

The ARC Introductory Programs which are intended to introduce individuals to the sport of rowing, include:

- Junior and Adult Learn to Row: Provides opportunity to discover rowing and sculling in groups of up to 16 through sessions of five to eight lessons. Juniors are 13-17 years old, Adults are anyone 18+.
- Learn to Train: The continuation of learn to row for new adult members 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.
- Learn to Cox: An introduction to the fundamentals of coxing a crew.
- Learn to Single: An independent program to
- Oar Board: Group bookings of oar boards or stand-up paddle boards for special events which introduce participants to the Toronto waterfront
- Try Rowing: special event days where members of the public are introduced to the basics of rowing at no cost.

Overview of Position

Program Support

- Staffing of instructors for all Learn to and event programs
- Allocating appropriate boats for each program event, in consultation with coaches
- Work with key stakeholders in the club to plan an effective handoff between programs
- With the support of the ISP Director, creating a marketing plan to drive new people into both the LTR and Camp Argo Programs
- With the support of the ISP Director, create marketing plans to increase new membership purchases (either from ISP programs or experienced-new-to-club people)
- Coordinating program needs with the manager of the Henley Room

Marketing

- Social media marketing, including creating new content that can be used by multiple parties or reaching out directly to targeted groups
- Initiate their own ideas to support ISP growth in a variety of mediums

Management

- Leading regular LTR instructor meetings
- Supporting LTR instructors with program delivery and professional development
- Collecting hours for payroll of LTR instructors
- Other office duties as they arise

Qualifications Required

- 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
- Skilled in using MS Office (Word, Excel, Outlook).
- Understanding of marketing, including social media

Position start/end dates

This position runs from April 24 to September 29. Please note that dates may be flexible and end of season hours may be reduced both depending on discussions with the selected candidate. Period of employment may be extended depending on funding and employee availability.

Hours of Work

This position is approximately 20 hours per week where some on-site hours will be required and the remainder can be performed on-site or remotely. Minimum of 4 weekly hours per week is not guaranteed.

Compensation

\$22.00 per hour

Application Deadline

Open

Please forward resumes to learntorow@argonautrowingclub.com and indicate Introductory Programs Coordinator 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, visible minorities, LGBTQ2 applicants, or those who have not previously been employed and for whom this would be their first job experience.