



## **Halifax Rowing Club**

### **Job Posting: Club Manager/Recruiter**

#### **About Halifax Rowing Club:**

Halifax Rowing Club (HRC) is located on the historic and beautiful North West Arm. HRC brings together people who enjoy the sport of rowing and who want to learn. The purpose of the Club is to provide recreational and competitive rowing in our community and to encourage participation in the sport. We offer programs designed for beginner, intermediate and advanced rowers interested in fun, fitness, recreation and/or competition. Our competitive rowers row in regattas in Nova Scotia, New Brunswick, Quebec, Ontario and Northeastern U.S.A. Interested recreational rowers may also compete in many regattas throughout the rowing season. HRC also offers a Para-Rowing program for rowers with disabilities.

#### **Position Overview:**

The Club Manager/Recruiter will be responsible for administrative duties of HRC, community outreach programming, advertising and recruiting new rowers to HRC, and maintenance of boathouse operations.

#### **Specific Responsibilities:**

- Administrative
  - Accept HRC registration forms and payments from new and current members
  - Ensure that all received registration forms are complete (e.g., they have all the required information and are signed),
  - Verify that the individual has registered for a program on the RCA Registration System and/or assist new members / participants to register on the RCA website
  - Ensure that all the participants' required fees have been paid
  - Confirm that all registration forms and payments are properly documented and stored securely until they are passed on to the Club Treasurer
  - Check and respond to emails and voicemails directed towards the club from the members and/or the public
  - Collect fees from athletes associated with regattas
  - Verify the records of hours worked by other paid staff
- Community Outreach and Recruitment
  - Greet members of the community who are looking for information about rowing, HRC, and our rowing programs
  - Provide information on HRC's learn-to-row and other rowing programs, promote rowing as a competitive sport and as a lifelong activity within the community and Nova Scotia; encourage individuals to register for one or more of the Club's programs and as a member of the Club
  - Organize workshops in local junior high and high schools to introduce and recruit youth to rowing at HRC
  - Develop and organize free Come-and-Try Rowing events to reach minority groups and the community-at-large to promote healthy living through rowing and recruit new members to the Club
- Boathouse Operations
  - Ensure that the Club's safety and equipment policies are followed by all Coaches, Instructors and Members.

- Inform the Coaches of their responsibilities related to ensuring that safety policies are followed and enforced and hold them accountable for doing so
- Ensure that safety boats are available for all classes and program sessions
- Work with the Equipment Director and Head Coach, to ensure that the Club rowing facilities and equipment are properly maintained.
- Ensuring any broken or damaged equipment is brought to the attention of the Equipment Director
- Where possible, ensure that damaged seats, wheels, rigging, shoes, etc. are repaired by rowers, coaches and/or Equipment Director
- Work with the Equipment Director and Head Coach to ensure that the Club is organized, tidy and all boats and other equipment (PFDs, lights, etc.) are stored correctly and maintained (e.g., gas cylinders replaced as needed, batteries / lights replaced, etc.)

### **Qualifications:**

- Secondary education required and post-secondary education in management or related field preferred
- Previous rowing experience is not required but would be preferred
- Boat operator's card preferred
- Current qualifications in First Aid and CPR prior to starting employment at HRC
- Excellent interpersonal skills
- Exceptional written and verbal communication skills
- Proven time management skills with the ability to manage multiple tasks
- Strong organizational abilities

### **Work Schedule:**

- Up to 35 hours/week (see Notes 1 & 2) for 14 weeks pending funding
- May to August, with the possibility of a Board-approved extension beyond the end of August for a specified period of time; these extensions may consist of reduced weekly work hours

**Note 1** - Hours may vary from week to week

**Note 2** - The total hours per week may vary depending if HRC does not receive job grants to help fund these positions.

Halifax Rowing Club is committed to fostering an environment grounded in diversity and inclusiveness. The club prioritizes applications from Aboriginal people, new immigrants, persons with a disability, racially visible minority, and all candidates who would contribute to the diversity of our community, if they are qualified for the position(s).

### **Criminal Record Check:**

- If requested to do so, applicants for this position must, at their own expense, provide a Criminal Record Check.
  - For those living in the Halifax Regional Municipality please see: <http://www.backcheck.net/halifax/>
  - For those living outside of this area please see: <https://www.mybackcheck.com/Public/Login.aspx>

If you are interested in this position please email your resume to [rowing@halifaxrowing.ca](mailto:rowing@halifaxrowing.ca) no later than March 23rd, 2018.