



## Halifax Rowing Club

### Job Posting: Learn-to-Row Instructors (2 positions)

#### About Halifax Rowing Club:

Halifax Rowing Club (HRC / the Club) 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:

HRC's Learn-to-Row Instructors will be responsible for instructing junior and adult learn-to-row classes and acting as Evening Club Manager as scheduled.

#### Specific Responsibilities:

- Teach HRC's Adult and Junior Learn-to-Row classes
- Ensure students are provided with high quality, enjoyable instruction
- Ensure student understand and can demonstrate knowledge / techniques related to:
  - HRC's and general rowing safety rules, policies and procedures
  - Boat and equipment terminology
  - Boat and equipment handling
  - Stroke techniques and body mechanics
  - Ability to follow the instructions of a coach and/or coxswain.
- To be present at the club at least 5 minutes before the start of an assigned Learn-to-Row class, and for at least 5 minutes after the end of the class.
- To communicate with the Club's Head Coach to ensure that any issues or concerns are addressed and rectified.
- Ensure that Learn-to-Row students and all other rowers adhere to all safety guidelines on and off the water.
- As Evening Club Manager
  - Greet Club members and help coaches organize and get crews onto the water as smoothly and efficiently as possible
  - 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; encourage individuals to register for one or more Club programs and as a member of the Club.
  - Check and respond to messages on the Club's voice mail system.
  - Assist new members / participants to register on the RCA website
  - Accept HRC registration forms and payments from new and current members, ensure that all payments are properly documented
  - Additional duties as assigned by the Club's Head Coach, Treasurer or Registrar

#### Qualifications:

- completion of Learn-to-Row Instructor Course, or willingness & ability to complete in 2015
- prior experience as a Learn-to-Row Instructor would be an asset
- boat operator's card
- current qualifications in First Aid and CPR before starting employment at HRC
- excellent interpersonal skills
- friendly, enthusiastic, an avid rower and promoter of rowing as a lifelong fitness activity
- highly organized

**Work Schedule:**

- 14 - 20 Hours/week (see Note 1)
- April 27, 2015 – August 16, 2015, plus 2-3 hours of work on Sunday, August 23th (see Note 2)

**Note 1:** hours may vary from week to week based on program schedule

**Note 2:** work schedule may be extended if there is demand for additional Learn-to-Row classes in August and/or September.

**Criminal Record Check:**

- If requested to do so, applicants for this position must, at their own expense, provide a Criminal Record Check.
  - o For those living in the Halifax Regional Municipality please see:  
<http://www.backcheck.net/halifax/>
  - o 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 [programs@halifaxrowing.ca](mailto:programs@halifaxrowing.ca) no later than March 13, 2015.