Summer Term Position: Club Manager (Canada Summer Jobs)

The Winnipeg Rowing Club (WRC) is a not-for-profit organization providing rowing programs and services from youth to seniors. Our mission is to promote the sport of rowing, plus provide facilities, equipment, administration and coaching.

Start Date: June 1 for up to 13 weeks
30 to 35 hours per week at $11.15-$15.00/hour based on experience

Requirements:
• Student aged 15 to 30 at the start of this position and registered as a full-time student in the 2017-2018 academic year with plans to return to school in the fall
• Willingness to work outdoors

Job Description:
The Club Manager manages the daily operations of the rowing club, including program registration, answering inquiries and assisting with general club operations. The Manager will provide customer service to members and program participants. The Manager will work with the coaching staff and the board to increase youth participation in rowing by promoting the sport and supporting current youth members. As part of this support, the Manager will help organize travel logistics to out-of-town competitions for youth members.

The Manager will ensure compliance with policies, plus promote and assist with programs such as learn-to-rows. The Manager will assist with organizing the annual Community Rowing Challenge and with any team building events, which may include youth organizations.

Preferred Experience and Education:
• Enrollment in a sport management, commerce, business administration or similar program
• Good working knowledge of Word, Excel and Google tools
• Comfortable with social media tools; education or experience in marketing
• Experience working with youth and demonstrated ability to set a good example
• Experience working for a recreation focused organization or not-for-profit
• Customer service experience
• Coaching experience, pleasure craft operator credentials and current First Aid & CPR certification would be an added bonus

Expected of all employees:
• Uphold the tradition of excellence of the oldest sport organizations in western Canada.
• Able to work alone or as part of a team that may include volunteers
• Good leadership and verbal communication skills; ability to maintain good relationships with members & staff
• Maintain a high standard of safety
• Assist with event preparation and cleanup
Application Deadline: Wednesday May 20th, 2018

Applications should be sent to jobs@winnipegrowingclub.ca

Please include a cover letter and resume. Interview candidates will be asked to provide two references.

We thank all applicants for applying. Short-listed candidates will be invited for an interview.
Summer Term Position: Assistant Rowing Coach (Canada Summer Jobs)

The Winnipeg Rowing Club (WRC) is a not-for-profit organization providing rowing programs and services from youth to seniors. Our mission is to promote the sport of rowing, plus provide facilities, equipment, administration and coaching.

Start Date: June 1st for up to 12 weeks
Up to 30 hours per week at $11.15-$15.00/hour based on experience

Requirements:
- Student aged 15 to 30 at the start of this position and registered as a full-time student in the 2017-2018 academic year with plans to return to school in the fall
- Willingness to work outdoors
- Regular split shifts: mornings 5:30-7:30am, most evenings, some daytime and weekends.

Job Description:
The Assistant Coach will mainly coach youth aged 12-17 in various rowing programs, plus coach some novice adult rowers in the club’s Learn-to-Row and Community Rowing Challenge programs. The main objective will be to provide an introduction to rowing and to develop new athletes. Other duties may include working with experienced rowers to run a daily practice.

Under the supervision of Junior Coach, the Assistant Coach will develop a training program for novice rowers and provide rowing instruction for a junior program that follows Sport Canada’s Long-Term Athlete model. The Assistant coach will support and prepare club athletes attending local competitions. The job requires the ability to communicate with program participants, participants’ parents and the public. The Assistant Coach will also assist with marketing rowing programs and recruiting participants.

Preferred Experience and Education:
- Completion of the Learn-to-Row Instructors course or more advanced coaching course
- Pleasure craft operator credentials and current First Aid & CPR certification
- Experience working with youth and demonstrated ability to set a good example
- Customer service experience as the position entails working with the public and members

Expected of all employees:
- Uphold the tradition of excellence of the oldest sport organizations in western Canada.
- Able to work alone or as part of a team that may include volunteers
- Good verbal communication skills and ability to maintain good relationships with members & other coaches to ensure appropriate sharing of equipment
- Maintain a high standard of safety
- Assist with event preparation and cleanup

Application Deadline: Wednesday May 20th 2018
Applications should be sent to jobs@winnipegrowingclub.ca

Please include a cover letter and resume. Interview candidates will be asked to provide two references.

We thank all applicants for applying. Short-listed candidates will be invited for an interview.
Position: Historical Coordinator (Canada Summer Jobs)

The Winnipeg Rowing Club (WRC) is a not-for-profit organization providing rowing programs and services from youth to seniors. Our mission is to promote the sport of rowing, plus provide facilities, equipment, administration and coaching.

Start Date: June 15 - 30, 2018 for 8 weeks
30 hours per week with flexible schedule at $11.15-$12.00/hour based on experience

Requirements:
Student aged 15 to 30 at the start of this position and registered as a full-time student in the 2017-2018 academic year with plans to return to school in the fall

Job Description:
Founded in 1881, the Winnipeg Rowing Club has a rich history and is the oldest sporting organization in Western Canada. We have many images that are deteriorating due to insufficient preservation techniques. The Historical Coordinator would digitally archive photos and other documents in storage that the WRC would like to preserve and present in time for this year’s Community Rowing Challenge held at the end of August. The student would be responsible for scanning all the photos and documents, filing the items for easy retrieval and researching & putting together new displays at the Winnipeg Rowing Club. Other duties may include assisting with planning and preparing for summer events including the Community Rowing Challenge.

Preferred Experience and Education:
• Enrollment in a history, library sciences, business administration or similar program
• Good written and verbal communication skills
• Excellent organizational skills, reading comprehension and detail tracking
• Good computer skills and familiarity with scanning hardware and software
• Working knowledge of Word, Excel and Google tools

Expected of all employees:
• Uphold the tradition of excellence of the oldest sport organizations in western Canada.
• Able to work alone or as part of a team that may include volunteers
• Ability to maintain good relationships with members & other staff
• Assist with event preparation and cleanup

Application Deadline: Sunday June 1, 2018

Applications should be sent to jobs@winnipegrowingclub.ca

Please include a cover letter and resume. Interview candidates will be asked for 2 references.

We thank all applicants for applying. Short-listed candidates will be invited for an interview.