



Victoria City Rowing Club

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Job Posting

VCRC Youth Introduction to Rowing Assistant Coach and Equipment Coordinator 2018

*****This position is part of the Canada Summer Jobs program, as such, applicants must have been enrolled full time at a post-secondary institution during the 2017/2018 fall and spring sessions, and must plan to attend a post-secondary institution for the fall and spring of 2018/2019. *****

Responsibilities and duties:

The Youth Introduction to Rowing Assistant Coach will:

- Coach the Youth Introduction to Rowing Beginner and Intermediate programs
- Supervise and assist shadow coaches working with them;
- Work with the VCRC Programs Coordinator to structure and plan the programs;
- Assist the VCRC Programs Coordinator with program administration (e.g., collecting fees and registration forms, maintaining up-to-date database of participants);
- Work with the VCRC Programs Coordinator to gather and collate participant and coach feedback and complete end-of-season program reviews;
- Do other work involved in the operation of the boathouse and programs, as necessary;
- Must be able to commit to the program term in its entirety;
- Must attend coach orientation and safety session prior to program (12hours, paid). June 27th and June 28th from 9am-3pm.
- Work on equipment maintenance and boathouse upkeep, as directed by the Programs Coordinator or Club Manager.

The Introduction to Rowing Head Coach will report to the VCRC Programs Coordinator.

Schedule:

Average 33.5 hours/week. During the period of contract, the Introduction to Rowing Head Coach will coach the Youth Introduction to Rowing Beginner (9:45am-12:15pm) and Intermediate programs (12:45pm-3:15pm), with working hours of 8:45am-3:15pm. Scheduled reflection with Programs Coordinator on Wednesday and Fridays for 30min. Hours for work on equipment are flexible but should be an average of 5 hours per week.

Term of contract: July 2nd – September 2nd, 2018 (no camps during the week of BC Champs July 9-15).

Qualifications:

- Pleasure Boat Operators license ('Boat Pro') required
- NCCP LTR Instructors (or equivalent) required (*or must be completed prior to July 2nd, 2018*)
- Basic First Aid required (*or must be completed prior to July 2nd, 2018*)
- Administrative and organizational skills an asset

To apply, please submit a resume and letter by June 1st to:

VCRC Programs Coordinator, Katie Bahain-Steenman
Email: VCRCPrograms@gmail.com