

**ST. CATHARINES ROWING CLUB  
CLUB ADMINISTRATOR  
JOB DESCRIPTION (7-MONTH CONTRACT)**

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**1. DESCRIPTION**

- 1.1 ORGANIZATION: St. Catharines Rowing Club (SCRC)
- 1.2 TITLE: Club Administrator
- 1.3 JOB CATEGORY: Period Contract Full-time staff
- 1.4 RESPONSIBLE TO: Head Coach

**2. GENERAL RESPONSIBILITIES AND DUTIES**

Supervised by the Head Coach and under the direction of the V.P. Rowing, the Club Administrator will assist with communications, registrations, entries and record keeping as required by the Head Coach. Major focus will be the Youth Rowing Camp and Junior Development Programs as well as the Grade 9 Introduction to Rowing. In addition, the Club Administrator will assist the Head Coach with the day-to-day operations of the club. The Club Administrator will also interact with the other entities on Henley Island.

**3. SPECIFIC RESPONSIBILITIES**

**3.1 ON-WATER ROWING PROGRAM OPERATIONS**

The Club Administrator will be required to:

- 3.1.1 Work with the Rowing Committee to promote all SCRC programs;
- 3.1.2 Provide outreach to area elementary and secondary schools and community groups to market SCRC programs and recruit athletes, coaches, volunteers and sponsors;
- 3.1.3 Co-ordinate Try-It-Days;
- 3.1.4 Assist the Head Coach to manage activities and ensure that safety and health requirements are followed by the Youth Rowing Camp and Junior Program summer employees;
- 3.1.5 Assist the Head Coach and Directors in promoting the SCRC adopted Safe Sport policies; and,
- 3.1.6 Be on-site to assist with SCRC hosted regatta preparation, set-up and teardown.

## **3.2 COACHING OVERSIGHT**

The Club Administrator will assist the Head Coach with record keeping of coach qualifications and appropriate criminal record checks, and monitor the qualifications of SCRC summer program coaches to ensure compliance with RCA's "Every Coach Certified" initiative, and Row Ontario's Coach Certification Policy, including the completion of mandatory CAC NCCP courses.

## **3.3 ADMINISTRATION**

The Club Administrator will work cooperatively with the Head Coach to:

- 3.3.1 Monitor and assist with the control of budgets for programs under their responsibility;
- 3.3.2 Assist the V.P. Membership and V.P. Finance by monitoring registrations and payments of all programs;
- 3.3.3 Complete Racing Entries on Regatta Central;
- 3.3.4 Prepare for the Head Coach, V.P. Rowing, the Rowing Committee and the Board of Directors, reports, plans and documents as required;
- 3.3.5 Assist the club's Communications Committee with promotion of the club by providing input for social media posts, the SCRC website, and press releases as requested;
- 3.3.6 Attend meetings of the Board of Directors when requested;
- 3.3.7 Work with the Head Coach to manage a large fleet of equipment; and,
- 3.3.8 Perform other duties as required by the Head Coach.

## **4. LEVEL OF AUTHORITY**

### **4.1 DEGREES OF SUPERVISION**

The Club Administrator will work in cooperation with the Rowing Committee and will be responsible to and evaluated by the Head Coach.

### **4.2 POWER OF DECISION**

Decision-making will be delegated to the SCRC Club Administrator as determined by the Head Coach and V.P. Rowing.

## **5. POSITION REQUIREMENTS**

### **5.1 EDUCATION**

A post-secondary degree or diploma in Sport Management, Business, Volunteer Management or related discipline is considered a strong asset.

## 5.2 EXPERIENCE

The successful candidate will have demonstrated knowledge of standard office software, social media, corporate communications, and public relations.

## 5.3 SKILLS/QUALIFICATIONS

The following are required:

- 5.3.1 Possess a valid Canadian driver's licence (or equivalent);
- 5.3.2 A Transport Canada Pleasure Craft Operator Card (PCOC) or willing to obtain a PCOC expeditiously after hire;
- 5.3.3 Strong organizational, management and interpersonal skills are paramount when working with a large group of volunteers in a not-for-profit corporation;
- 5.3.4 Strong written and verbal communication skills, employed in a timely manner to ensure gaps do not occur in stakeholder communication and productivity;
- 5.3.5 Demonstrated ability to be a self-motivated, self-directed problem-solver, confident in seeking assistance when required;
- 5.3.6 Demonstrated sound judgement and ability to maintain confidentiality;
- 5.3.7 Budget management experience and proficient with various forms of office software; and,
- 5.3.8 Able to travel (including internationally, if required) and work evenings or weekends as required.

## 6. EMPLOYMENT TERMS

Upon the successful completion of a police records check, the successful applicant will enter a Contract of Employment as for a contract period not to exceed 7 months as a full-time employee of the St. Catharines Rowing Club. A performance review will be conducted at the end of 60 days of employment.

Primary work location is the St. Catharines Rowing Club, Henley Island, St. Catharines, Ont. The successful candidate will be required to provide their own laptop and cell phone.