



## **ST. CATHARINES ROWING CLUB CLUB ADMINISTRATOR**

The St. Catharines Rowing Club seeks an enthusiastic, organized individual to help grow one of the largest rowing clubs in Canada. Reporting to the Head Coach, the Club Administrator will assist in answering general inquiries as well as administer the club's Youth Rowing Camp, Junior Development Program, and Grade 9 Introduction to Rowing Program.

### **Primary Responsibilities:**

- Monitor registrations and payments for all above noted programs
- Monitor general inquiries and responding or forwarding to the appropriate person
- Perform data entry for race entries
- Assist with content for social media
- Work with the Head Coach to manage a large fleet of shells and launches
- Assist with either opening or closing of facilities
- Work closely with Summer Camps, Junior Development and Grade 9 Introduction to Rowing Programs
- Additional duties as noted-in the Job Description (link available below)

### **Experience and Qualifications:**

- Eligible to work in Canada
- Valid Canadian driver's licence
- Transport Canada Pleasure Craft Operator Card
- Previous administrative experience
- Experience with standard office programs such as Excel, Word, Outlook and Teams
- Experience with social media
- Strong written, verbal and interpersonal skills
- Experience working with databases preferred
- Rowing background preferred
- Familiarity with St. Catharines R.C. operations an asset

### **Employment Terms:**

Upon the successful completion of a police records check, the successful applicant will enter a Contract of Employment as a full-time employee, for up to 7 months, with the

St. Catharines Rowing Club. Salary range based on \$45,000 to \$50,000 per annum (approximately \$26,000 to \$29,000 for a 7-month contract), commensurate with the skills, experience and education of the applicant.

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

For a detailed list of responsibilities and position requirements, please refer to the Job Description at the following link:

[Click Here for Job Description](#)

If you would like to play a key role with one of the largest and oldest rowing clubs in Canada, run by a committed volunteer board of directors, you are encouraged to submit your résumé and a cover letter to:

Brent Carpenter, SCRC Vice President Rowing [scrchiring@gmail.com](mailto:scrchiring@gmail.com). Interviews will be held on a rolling basis.

The St. Catharines Rowing Club is an equal opportunity employer. All applicants will be considered for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin or disability.

Interviews will be held either in-person or via Zoom with applicants whose credentials demonstrate they are qualified.