



Job Description

Coordinator, Sports Recreation

The mission of the Kingston Rowing Club is to promote and develop rowing at all levels in the Kingston community. This is accomplished by focusing on excellence in recreation, competition, and coaching, all while fostering community involvement. The Kingston Rowing Club offers a variety of programming to its members, ranging from high performance training and competing, to providing newcomers with an introduction to the sport. We strive to provide a safe environment for all our members that promotes the sport of rowing in Kingston.

The sports program coordinator will be responsible for the delivery and administration of the Kingston Rowing Club's evening recreational rowing program. This program targets community members with little to no rowing experience and members interested in recreational rowing and fitness.

Position title: Coordinator, Sports Recreation (up to 2 positions)

Wage: \$17/hour, commensurate with experience

Hours: 30 hours per week

Length of contract: Up to 12 weeks

Start date: May 13th, 2024

Nature and Scope

Reporting to the VP Programs and the KRC Performance Coach, the Coordinator will play an integral role in the mission of the Kingston Rowing Club. You will promote and develop rowing at the youth and adult levels, focusing on excellence in recreation, coaching, and fostering community involvement in the sport by supporting new rowers while providing a safe, accessible, and fun experience.

The Kingston Rowing Club is working on expanding its ability to offer programming which will cater to persons with disabilities. The organization has recently invested in equipment which allows participants with a physical disability to partake in the sport, eliminating one of the main barriers to participation.

The successful candidate will be responsible for:

- Promoting the program in the Kingston Community.
- Overseeing enrollment, administration, and equipment for programming sessions.
- Creating an inclusive and fun learning environment.
- Teaching rowing fundamentals to participants while providing a safe learning environment.
- Working as part of a team to ensure that participants receive quality instruction on rowing skills.
- Helping coordinate volunteers from the Kingston Rowing Club to assist with delivering programming

This job supports the Kingston community by providing a learning environment that will promote a healthy lifestyle by introducing new skills and encouraging participation in sports while focusing on having fun.

The above duties are representative of the position but are not meant to be all-inclusive. Employees will be expected to be present at the Kingston Rowing Club when the programming they are responsible for is occurring, however, they may be able to complete part of their hours remotely, subject to approval from their supervisor.

Skills/Attributes

The successful candidate should:

- Be able to work as part of a team through collaboration, respect, and effective communication.
- Be well organized and have the ability to effectively manage time and priorities, manage a full workload and meet deadlines in a busy environment.
- Be self-motivated and willing to learn.
- Be able to work in a safe manner as per legislation, policies, and guidelines.
- Be able to solve problems and make decisions around issues that arise in this position with minimal supervision and be self-initiated in seeking guidance when necessary.

Qualifications

The successful candidate should possess the following:

- Experience working with shells, rigging, etc.
- Familiarity with small motors.
- Ability to do some heavy lifting, climbing, and carrying as required in the performance of a job.
- A valid G Driver's License is an asset but not a requirement.

Position Requirements

- Must be under 30 years of age to meet the funding requirements of the Canada Summer Jobs program.
- The successful candidate must abide by the Kingston Rowing Club's Code of Conduct and Ethics.
- A Vulnerable Sector Screening, a Screening Disclosure Form, two (2) references related to the position.
- Rowing Canada Complaint (can obtain after candidate selection prior to working with participants).
- CPR and first aid certification (can obtain after candidate selection prior to working with participants).
- Pleasure craft certified (can obtain after candidate selection prior to working with participants).

Application Details and Accessibility

Applications should be submitted by email to info@kingstonrowing.com by **Sunday, April 14th, 2024**

We are an equal opportunity employer. We welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact the KRC directly at info@kingstonrowing.com.

Interviews will be conducted as soon as possible, with successful candidates selected shortly thereafter. We thank all applicants in advance, however, only those selected for an interview will be contacted.

Applicants should note that hiring for this position is contingent on funding from Canada Summer Jobs. An announcement on the status of the Kingston Rowing Club's application to the Canada Summer Jobs program is expected in early April, however, candidates should note that the job parameters may change in the event that the application is unsuccessful.