



Job Description

Sport Facility Attendant

The mission of the Kingston Rowing Club (KRC) is to promote and develop rowing at all levels in the Kingston community. This is accomplished by focusing on excellence in recreation, competition, coaching, all while fostering community involvement. The KRC 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.

This position requires a commitment to KRC's mission and values. Given the nature of the position, all offers of employment will be subject to the provision that the successful incumbent provides KRC with a current and satisfactory Vulnerable Sector Screening Report at the time of hire.

Position: Sport Facility Attendant

Wage: \$17.50/hour, commensurate with experience

Hours: 30 hours per week

Length of contract: Up to 8 weeks

Start date: July 2nd, 2024

Nature and Scope

KRC is seeking a seasonal Sports Facility Attendant to work over the 2024 summer season. The sports facility attendant will be responsible for the day-to-day maintenance of the facilities and equipment at the KRC. Reporting to the VP Facilities, the Sports Facility Attendant play an integral role in the mission of the Kingston Rowing Club. The successful candidate will assist in the development of rowing by focusing on excellence in recreation and competition, fostering community involvement in the sport by supporting rowers and coaches' ongoing needs by providing a well-maintained facility and excellent equipment.

Responsibilities

- Performing general repairs and preventative maintenance to equipment and facilities supporting recreational and competitive programming.
- Inspecting boat hulls and other equipment for cracked or damaged hardware and ordering/installing replacement parts, including some work with Fiberglass, Carbon fiber and Kevlar.
- Troubleshooting problems related to equipment and facilities, provide recommendations for problem resolution.
- Providing estimates for repair, replacement, and installation according to problem diagnosis and repair/replacement recommendation.
- Communicating with manufacturers and vendors for technical help and outsourcing of services, including but not limited to: Taking outboard marine motors for regular maintenance and repair.
- Facilitating painting or the repair of boat hulls by a professional company when required.
- Maintaining a clean and organized workspace, including inventory of spare parts required for ongoing repairs and maintenance.

- Keeping organized and up to date logs of receipts, equipment purchases and repair logs.
- Updating the 'Plan for Equipment Renewal' and regularly reporting to the VP of Facilities and Equipment.
- Regularly inspecting and maintaining on-water and facility based safety equipment.
- Performing other duties to effectively manage operations at the Kingston Rowing Club such as cleaning and organizing the boathouse, purchasing cleaning supplies, rodent control, waste management etc.

The above duties are representative of the position but are not meant to be all-inclusive.

Skills/Attributes

- 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 have a willingness to learn.
- Be able to work in a safe manner per legislation, policies, and guidelines, including wearing the appropriate Personal Protective Equipment (PPE), as required.
- Be able to problem solve and make decisions around issues that arise in carrying out this position with minimal supervision, be self-initiating in seeking guidance when and where necessary.

Qualifications

- Familiarity with hand tools.
- Experience working with shells, rigging, etc.
- Familiarity with small motors, etc.
- General maintenance competency
- Ability to do some heavy lifting, climbing, carrying, as required in performance of job.
- Valid G Driver's License is an asset but not a requirement.

Position Requirements

- Must be under 30 years of age to meet 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 Criminal Records Check, a Screening Disclosure Form, two (2) references related to the position.

Accessibility

Applications should be submitted by email to info@kingstonrowing.com by **April 29th, 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.