

Box 57014 Jasper Gate PO  
Edmonton, Alberta T5P 0K7

Email: [info@edmontonrowing.ca](mailto:info@edmontonrowing.ca)  
Website: [www.edmontonrowing.ca](http://www.edmontonrowing.ca)



## Rowing Coach/Maintenance Position Posting- Summer 2021 (30 hours per week)

Posted: February 13 2021

Close: March 2 2021

The Edmonton Rowing Club (ERC) is seeking Rowing Coaches to instruct Learn-to-Row programs, lead youth camps and assist with regular maintenance of equipment, grounds and facilities. Duties will include, but are not limited to:

- Provide a consistent and welcoming presence for club members and potential members.
- Act as an ambassador to passers-by and newcomers, and introduce other programs offered by the club.
- Support all programs, including summer camps and Learn to Row sessions.
- Provide coaching instruction, if requested, to other programs.
- Instruct proper rowing technique in both sweeping & sculling to participants.
- Instruct proper techniques for handling equipment, including rowing shells, oars and safety equipment.
- Monitor, supervise and ensure safety both on and off the water.
- Coach from both the cox seat and coach boat.
- Teach club rules, traffic pattern and rowing terminology.
- Provide administrative assistance to membership management, where needed.
- Support and prepare for home and away regattas and club-wide events as needed.
- Regularly clean and maintain the boat houses, indoor training centre, and grounds, in accordance with COVID-19 pandemic protocols based on provincial health authority and Rowing Canada requirements.
- Organize equipment.
- Perform weekly equipment check, including safety equipment.

### Requirements:

1. Self starter who recognizes the importance of getting tasks done in a timely manner and possesses the ability to prioritize tasks.
2. Strong interpersonal and communication skills, including fluency in verbal and written English.
3. Appropriate level of rowing knowledge, skill and experience to coach novice participants.
4. Proven coaching or teaching experience.
5. Hold or be willing to obtain RCA Learn to Row Coach certification (including all associated NCCP training required). Certification is required within 60 days of start date.
6. Valid pleasure craft operator card and competency in driving motor boat.
7. Valid Standard First Aid with CPR C and AED certification.
8. Clear criminal record check.
9. Available to work consistently, throughout the term of the position.

### Job Tenure and Terms:

Employment will commence on or around May 3, 2021 and end on or around August 27, 2021 (17 weeks). Hours of work may vary from week to week. An average of 30 hours per week will be offered (may vary from 20-35 hours per week). Typically hours will be spread over 4-5 days per week, in shifts of 4 to 8 hours. As much notice as possible will be provided to changes in the work schedule.

Wage will be \$16.00/hour. An additional \$1.00 per hour bonus will be provided to those who complete the entire term from May to August. Four percent vacation pay will be provided at the end of the contract.

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**Degree of Supervision:**

The Student Coaches shall report directly to the Club Manager (supervisor) and be managed by the Club Executive (President, Vice President, Secretary, Treasurer).

**Performance Appraisal:**

Performance appraisal will be completed by the Club Manager in terms of the duties described. Performance will be appraised prior to the end of the contract.

**Eligibility:**

Eligible applicants are restricted to youth aged 15-30 who will qualify under the Canada Summer Jobs Program (Note: this program is no longer restricted to students).

Please forward your letter of application, including your resume and two references to:

Jess Phillips, ERC Club Manager ([clubmanager@edmontonrowing.ca](mailto:clubmanager@edmontonrowing.ca))

\*Only candidates selected for an interview will be contacted.