



Position: Club Manager

The ERC is a successful club that provides a community environment to foster a passion for the sport of rowing and support athlete development. Founded in 1972 on the shores of the North Saskatchewan River, the ERC provides year-round competitive and recreational rowing programs for all skill levels. Athletes from the ERC compete successfully at local, national and world levels. The ERC takes pride in developing high-level athletes as well as giving Edmontonians the chance to experience the joy of rowing through rowing instruction, training, and youth summer camp programs from our home in Edmonton's scenic river valley. We are looking for a positive and energetic Club Manager for the 2025 summer season.

Position Details:

Club Manager

Location: Edmonton, Alberta

Application Closing: March 15, 2025

Start Date: May 1, 2025

End Date: August 31, 2025

Wage: \$23-26/hour commensurate with experience + 4% Vacation Pay

About this position

The Edmonton Rowing Club (ERC) is seeking a qualified Club Manager who shall be responsible for overseeing and providing direction or assistance in all aspects of the facilities and staff management including rowing operations, customer service, sales, marketing, and budgeting assistance. The position reports directly to the ERC Vice President.

Responsibilities/Duties

Administration:

- In cooperation with ERC Coaches, maintain and disseminate information on ERC programs, including event registration and timelines (publicizing on web and in communications)
- Organize and maintain membership registration
- Maintain the ERC website and manage newsletter communications to members
- Timesheet approvals and schedule
- Ensure Club bingo responsibilities are fulfilled by acting as a liaison with event participants through the Amilia platform, reporting to the Bingo Coordinator
- Ensure all insurance policies, non-profit status, and grant applications are up-to-date

Relationship management:

- Serve as the point of contact for all public and member inquiries via email, phone and in person

Equipment:

- Work with ERC coaches to ensure equipment is in safe and acceptable condition for use
- Oversee and perform regular maintenance of equipment as needed, including ergometers, coach boat, motors, indoor tank facility, truck, trailers and boats
- Coordinate boat/equipment use with coaches, programs as required
- Schedule and budget for regular maintenance activities of facilities and equipment.

Facility Support:

- Work collaboratively with Staff and volunteers to ensure the ERC facilities are maintained.
- Oversee occasional repair or maintenance jobs including painting, plumbing work, etc.

Program & Regatta Support:

- Oversee summer staff who run member programs, youth rowing camps and learn to row programs.
- With the Board, onboard all new staff including seasonal staff and new coaches
- Manage coaching schedule and ensure appropriate coverage for all programs in cooperation with program coaches
- On a monthly basis coordinate staff requirements for all programming.
- Organize travel arrangements for employees and athletes for offsite regattas
- Perform necessary on-site preparations for home events (1 Regatta and one social event per year)

Training

- Staff will receive training at the beginning of the work term regarding:
 - Learn to Row and Summer Camp coaching (RCA LTR Coach)
 - Safe operation of safety boats
 - Safety procedures at the ERC
 - Safe handling of materials used for boat repair (PPE provided)

Nature of Position

This is a full-time position that requires 40 hours per week from April 1 to August 31, 2024. The expected schedule will include evenings, mornings, and weekends, as required, to support programs. **This is not a 9 - 5 job.**

Qualifications

- Degree or diploma from a post-secondary institution, preferably in a business/marketing/communications role
- 2 – 5 years' experience in a customer service or communications role
- Management experience
- Expertise in service excellence
- Valid Driver's License

- Ability to work full time with flexibility required to accommodate evening and weekend work
- Valid Pleasure Craft Operator Card is an asset
- Some level of rowing coaching certification or willingness to complete coaching certification

Skills/Knowledge

- Demonstrates a passion for rowing
- High degree of self-motivation and initiative
- Ability to think creatively and develop effective, customized solutions for unique situations
- Ability to load and drive a vehicle with a boat trailer considered an asset
- Excellent organizational and time management skills
- Ability to form strong positive working relationships with a variety of stakeholders
- Volunteer management skills
- Supervision experience

Candidates will be required to complete a Criminal Record Check and Vulnerable Sector Search in addition to completing requirements as outlined in the Safe Sport policy.

Only candidates considered for interviews will be contacted. Applications will be reviewed on a rolling basis as they are received.

How to Apply

Interested? Apply now by emailing your resume with cover letter to vicepresident@edmontonrowing.ca