



The Edmonton Rowing Club offers instruction and training programs from our home in Edmonton's scenic river valley. We are looking for positive and energetic club administrator with permanent part-time hours. Our ideal candidate will be a flexible, forward-thinking and community minded person to support our club as it grows.

Position: ERC Club Administrator

Under the direction of the ERC Board and specifically the club Vice President, the club administrator role will execute the following duties:

- Provide a welcoming and positive presence for club members and potential members.
- Support all ERC programs as required
- Cultivate positive professional relationships with staff and members across all programs to achieve club goals
- Engage in and lead community development initiatives
- Provide administrative support, reminders and guidance to coaching staff
- Assist in club operational and organization tasks
- Engage with the board and provide guidance and updates about club operations

Requirements:

- Self-starter with good time management and an independent work ethic
- Strong interpersonal and communication skills, fluent in verbal and written English.
- Valid pleasure craft operator card and competency in driving a motorboat (this can be acquired after hiring)
- Valid Standard First Aid with CPR C and AED certification.
- Clear criminal record check with vulnerable sector screening.
- Prior knowledge of rowing is a benefit, but a genuine interest and ability to learn quickly about the sport is required if there is no prior experience.

Term of employment and time commitment: Employment to commence in late April/early May. Term negotiable however, the ideal candidate would be hired permanently with fluctuating hours 20+ hrs/weeks May-October, ~10hrs/week November/April. Schedule is generally flexible and can be negotiated upon successful candidacy.

Wages: Hourly rate will be based on experience and qualifications. The minimum rate is \$20/hour plus 4% vacation pay.

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