

## **Argonaut Rowing Club Camp Argo Head Counsellor - 2024**

### **Program**

Camp Argo is designed to introduce youth to rowing at an early age and teach them the fundamental skills of rowing, consistent with RCA's Athlete Pathway. Through the weeklong camp, youth will be exposed to a variety of boating types and are encouraged to work together with others in a "crew" environment.

An After-Care program will be operated from 3:00 – 5:30 PM for some campers, with a program of fun and safe activities.

### **Overview of position**

Reporting to the ARC Head Junior Coach, the Camp Argo Head Counsellor is responsible for overseeing day to day management of the camp and will lead all on land and on water instruction with a focus towards individual skill development consistent with the Athlete Pathway within a fun and safe environment. The Head Counsellor will provide weekly updates and recommendations to the Director of Introductory Programs or General manager and daily updates where necessary or requested. They will also provide additional updates to the Board Director responsible for Camp Argo as requested and as needed.

This position requires a high level of rowing knowledge, enthusiasm, initiative, passion, and people management skills. The Head Counsellor position provides a fantastic opportunity to enhance teaching, people, administrative and rowing abilities!

### **Specific responsibilities include:**

- Supervise five to seven Counsellors and supervise the instruction of youth, ages 11-16, during each one week session in both crew, sculling boats and oar boards.
- Instruct during weekdays 8:30 – 3:30 Monday – Friday, excluding holidays and Henley Week
- Develop cross-training activities which complement rowing fundamentals
- Train campers in specified rowing skills and test for skills development on the last day of camp through a mini skills regatta, based on the Athlete Pathway
- Prepare space and materials and ensure activity spaces are tidied.
- Design and direct non-rowing activities such as field games and arts & crafts.
- Ensure all administrative requirements are met for each camper including registration in RCA
- Complete a written report within two weeks of the end of camp at the end of the summer
- Monitor rowing and safety equipment, ensuring in advance equipment is ready for each session, reporting damage and arranging for / undertaking repairs where necessary
- Day to day planning of camp activities and rowing focuses with support from camp counsellors

- Provide parents with a plan for the week's activities; and communicate with them about their children's activities
- Promote the transition from Camp Argo into the Argonaut RC Junior Novice or Development program if appropriate
- Supervise the After-Care program to be operated 3:00 – 5:30 PM, providing appropriate activities to engage the Campers in a fun, safe environment
- Refer any problems to the Introductory Programs Director for the Camp Argo program.

### Qualifications Required

- Knowledge and understanding of RCA's [Athlete Development Pathway](#) especially as it relates to skills development and skills regattas
- Successful completion of the RCA/ROWONTARIO Learn to Row Instructor course.
- Satisfaction of RCA's [Every Coach Certified requirements](#)
- Two (2) coach-boat driver licenses: Toronto Port Authority Operators License **and** Pleasure Craft Operating Card are required for this position
- Mandatory Standard First Aid and CPR or willing to certify before the beginning of camp

### Additional Skills Preferred

- Comprehensive knowledge of rowing within a skills development environment
- Experience instructing /coaching
- Effective customer service experience
- Strong communication, administrative and organizational skills
- Flexibility and ability to work on several tasks at once
- Willingness to get directly involved in ARC activities and programs
- Self-motivated / willing to take initiative / problem-solver
- Ability to work independently, with a minimum of supervision
- Previous experience working within a camp environment is an asset
- In possession of and willing to use own computer to send and respond to emails, or can use office computer

### Hours of work

The Head Counsellor will work the following hours/attend training:

- June 3 – August 29, 2024 inclusive (note that from June 3 to June 26, the total number of hours to be worked is 44. These hours are flexible and can be discussed with the director)
- An additional week of camp will begin on June 24, 2024, to be worked by available staff
- 8:00 AM – 4:00 PM; potential for additional hours 4:00 – 5:30 PM for After-Care
- There is no camp scheduled on holidays
- There is no camp scheduled during Henley week
- Program administration is flexible and can be done as required, from home or Club office
- Counsellor training, 9:00 AM - 4:00 PM, Sunday, June 16, 2024
- Optional but recommended, in-person Learn to Row Instructor course, Sunday, February 18, 2024

**Compensation**

- The Camp Argo Head Counsellor will be paid **\$19.00** per hour for a 44-hour work week (pro-rated for 4-day weeks; hours vary depending on class schedule) for 8 weeks (if worked) where 40 hours is during camp and the additional four hours is included for administrative work. Also, After-Care will be paid **\$18.50** per hour up to a maximum of 7.5 hours per week, note that these additional hours depend on enrollment.

**Application Deadline:**

January 31, 2024

Please forward a cover letter saying why you are the right person for this job and your resume to [learntorow@argonautrowingclub.com](mailto:learntorow@argonautrowingclub.com) **please note in the Subject Line: “Camp Argo Head Counsellor”**

Please note: we thank all applicants in advance, however, only those selected for an interview will be contacted. All qualified candidates will be considered but priority may be given to applicants with disabilities, Aboriginal applicants, visible minority applicants, LGBTQ2 applicants, or those who have not previously been employed and for whom this would be their first job experience.