

Argonaut Rowing Club

Introductory Program Manager

Position Summary

Under the guidance and supervision of the Introductory Programs Director, the Introductory Programs Manager will help facilitate and support the operation, administration and marketing of the 'Learn to' and specially organised rowing programs. The Manager reports to the (volunteer) Director of Introductory Support Programs and works with guidance from the General Manager and Director of Media and Communications. This is a hands-on position requiring a high organisational skill-set, positive attitude, enthusiasm, initiative, and flexibility. Knowledge of rowing is an asset. The role is designed for the spring/summer months. The main focus of this role is for the Learn to Row and specially organised rowing programs; however, support for other programs may fall into scope.

Programs

The Argonaut Rowing Club (ARC) Introductory Programs which are intended to introduce individuals to the sport of rowing, include:

- Junior and Adult Learn to Row (LTR): Provide opportunities to discover rowing and sculling in groups of up to 16 through sessions of five to eight lessons. Juniors are 13-17 years old and Adults are 18+.
- Corporate Bookings: This program is to support corporate clients conducting away days and team building through rowing.
- Learn to Cox: An introduction to the fundamentals of coxing a crew.
- Learn to Scull: An independent program to develop sculling in small boats for adults who have completed LTR.
- Oar Board: Group bookings of oar boards or stand-up paddle boards for special events which introduce participants to the Toronto waterfront.
- Try Rowing: special event days where members of the public are introduced to the basics of rowing at no cost.

Overview of Position

Program Support

- Staffing all "Learn" to and specially organised programs with appropriate staff and/or volunteers
- Allocating appropriate boats for each program/event, in consultation with coaches
- Work with key stakeholders in the club to plan an effective handoff between programs, such as from LTR to new member (Learn to Train)
- Coordinating program needs with the manager of the Henley Room

Marketing

- Creating a marketing plan to drive new people into both LTR and Camp Argo programs, with the support of the ISP Director
- Create materials and plans to increase conversion of program participants to new members with the support of the ISP Director

Management

- Leading regular LTR instructor meetings
- Supporting LTR instructors with program delivery and professional development
- Collecting hours for payroll of LTR instructors
- Other office duties as they arise

Qualifications Required

- Superior customer service experience
- Strong communication and organizational skills
- Flexibility and ability to work hard
- Willingness to get directly involved in ARC activities and programs
- Self-motivated / willing to take initiative / problem-solver
- Ability to work independently, with minimal supervision
- Skilled in using MS Office (Word, Excel, Outlook).
- Understanding of marketing, including social media

Position start/end dates

The primary Adult Learn to Row program runs from April 21 to October 2. Please note that the position start date and end date may be flexible and/or end of season hours may be reduced depending on discussions with the selected candidate.

Period of employment may be extended depending on funding and employee availability.

Training date

The training date for in person Learn to Row Coach certification will be Sunday, February 18. Virtual options are available but space is limited. We highly encourage attendance at the in-person.

Program specific training day for Adult Learn to Row will be Sunday, April 14, 2024.

Hours of Work

This position is up to 20 hours per week where some on-site hours will be required including, but not limited to, four hours of instructing. The remainder can be performed on-site or remotely. Minimum of 4 weekly hours per week guaranteed.

Compensation

\$22.00 per hour

Application Deadline

January 31, 2024

Please forward resumes to learntorow@argonautrowingclub.com and indicate Introductory Programs Coordinator in the subject line.

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 minorities, LGBTQ2 applicants, or those who have not previously been employed and for whom this would be their first job experience.