

Program Assistant Supervisor (1 Position)

WHO: ST. JOHN'S ROWING CLUB (SJRC)

WHERE: QUIDI VIDI BOATHOUSE

WHEN: May 23rd - AUGUST 31st 2009 (approximately and possible extension into fall)

DEADLINE: May 10th, 2009

RESPONSIBILITIES

- program leader for adult/student recreational program
- assist hiring committee in staffing other positions
- oversee all other programs during the summer rowing season
- ensure coaches/instructors are always adhering to the coaching standards set forth by the SJRC, Rowing Canada and the National Coaching Certification Program
- arrange weekly meetings with all staff to gather feedback and offer suggestions on how to run programs most effectively
- ensure, in coordination with the club Safety Director, that safety standards are being met at all times and to alert the Safety Director should there be any concerns surrounding safety
- ensure daily logs are recorded for each of the summer programs offered by the club
- attend staff training workshops offered by the City of St. John's (times TBA)

QUALIFICATIONS (recommended)*

- NCCP Level 1 Theory/Technical or equivalent (Learn to Row Instructors Course)
- Safety boat operators card
- First aid and CPR *is a must* (it is the incumbent's responsibility to schedule and pay for this course)
- Previous experience in supervisory/assistant role considered an asset (does not necessarily have to of been with the club)
- Coaching experience, preferably at the high school level

REPORTS TO: Club President

SALARY: Based on experience