

## **CLUB MANAGER POSITION- OTTAWA RIVER CANOE CLUB**

The Ottawa River Canoe Club (ORCC) is seeking a qualified Club Manager who shall be responsible for overseeing and providing direction in all aspects of the facilities management, including; operations, customer service, registrations, summer program assistance, scheduling and communications. This is a summer term position with approximately 30 hrs per week from May-Aug. As a recreation club, this position requires the ability to work nights and weekends.

Responsibilities include the day to day operations of the Ottawa River Canoe Club, including but are not limited to:

### **Administration**

- The Club Manager will be the primary contact for parents and the public
- In cooperation with the ORCC Coaches, and ORCC Program Director, the Club Manager will maintain and disseminate information on ORCC programs, including event registration and timelines.
- Organize and maintain membership registration and membership card distribution
- Update the ORCC website when needed with current info, use the website camp registration pages to provide daily program attendance to coaches and bussing information
- Schedule Recreational coaches for programs, Dock duty staff, and maintain documentation for all coaches
- Keeping accurate data for camp staff, updates and cancellations.
- Communication link between coaches and parents. Ensuring a successful weekly camp experience
- Serve as the point of contact for all public and member inquiries via email, telephone, and in person. Return Calls promptly and efficiently
- Coordinate external visits and logistics of all non-member visits to the club, including staffing, in collaboration with the Program Director
- Assist in Coordination of special events including (Small Swells, Moonlight Paddle, Friday Fun Regatta's, Constance Bay Dragon Boat Festival

### **General Club Operations**

- Assist in coordinating special events, including set up, communications, event execution
- Assist Coaches in coordinating programs that run in the evening, Paddle All, PARA, Paddle4Life programs and assist when needed

### **Equipment:**

- Work with Coaches to ensure equipment is safe and acceptable
- Oversee regular maintenance of equipment as needed, motorboats, gas, SUP, Sit on tops
- Coordinate boat/equipment use with coaches as required and support where needed

### **Facility Support**

- Work collaboratively with the ORCC Facilities Manager to ensure the facility, equipment, docks, washrooms, grass are in a clean, safe working order
- Ensure proper signage is present around club identifying any hazards
- Oversee occasional repair or maintenance jobs and schedule volunteers to assist in repairs
- Work with the ORCC Volunteer Director to recruit volunteers to manage water, gas, garbage collection, towel washing and lawn services.

### **Regatta Support**

- Organize travel arrangements for coaches and athletes for offsite regattas
- Organize accommodations for offsite regattas
- Assist coaches in regatta preparations

**Qualifications:**

- High School Diploma
- Student enrolled in a Business Management, Human Resource Management or Sport Administration program an asset
- Familiarity with Computer, Web applications (Wild Apricot, Microsoft Office (Word and Excel), Social Media and Marketing Sites (Twitter, Facebook, Instagram)
- CPR/AED and Standard First Aid Certification
- Pleasure Craft Operator Card
- CKC Community Coach Certification would be an asset
- 1-2 yrs experience in a customer service or communication role an asset
- Valid Driver's License
- Acceptable Criminal background check
- Ability to work full time with flexibility required to accommodate evening and weekend work

**Skills/Knowledge:**

- Demonstrates a passion for water sports
- Familiarity with the sport of Canoe/Kayak as asset
- High degree of self- motivation and initiative
- Ability to think creatively and develop effective, customized solutions for unique situations
- Excellent organizational and time management skills
- High energy and positive outlook

**WORKING CONDITIONS:**

- The Club Manager will work out of the ORCC clubhouse: 1610 Sixth Line Rd, Kanata, On. Some work from home will also be permitted.
- Term position May 1<sup>st</sup> – Aug 31<sup>st</sup> (evenings and Saturday's required.)
- Expected start date: May 14<sup>th</sup>
- Expected end date: Aug 31<sup>st</sup>, 2018

Please submit all applications before Feb 28<sup>th</sup>, 2018 to be considered.  
Only candidates being considered for interviews will be contacted.