



## **Senior Summer Coordinator Coaching Opportunity**

Nanaimo Rowing Club is seeking a Senior Summer Coordinator for our summer rowing programs. This position reports directly to the Head Coach. Note that youth hired under the Canada Summer Jobs program no longer need to be full-time students.

The staffing of this position is made possible by funding from the Canada Summer Jobs program.

\*\*Employees may only occupy one (1) Canada Summer Jobs position at one time.

**Term:** 9 weeks (270 hours) starting approximately May 16, 2026 and ending July 18, 2026.

**Hours per week:** Full-time; approximately 30 hours per week

**Hourly wage:** \$21.50

### **Duties and responsibilities**

Under the direction of the Head Coach, the Senior Summer Coordinator will be involved with all aspects of club rowing programs from May to July, including:

- Assisting the Head Coach in the planning, organizing, and delivery of rowing to school physical education classes and after school learn-to-row camps during May and June.
- Assisting with the delivery of learn-to-row sessions for participants from underrepresented groups such as the Canucks Autism Network in May and June (tentative programming).
- Together with the Head Coach, plan, organize and deliver the week-long learn-to-row camps for youth throughout the summer.
- All sessions include creating lesson plans that introduce fitness and sport (including rowing) as part of a healthy lifestyle, assembling registration information, organization of scheduled activities, orientations to water safety and equipment and teaching rowing skills, including the importance of teamwork.

- Adapting camp formats, as needed, based on feedback from the Head Coach, personal observations of what is working and what is not, or participant comments. The employee will also build in alternate activities to accommodate weather conditions.
- Ensuring the safety of camp participants by operating the safety boat, enforcing water safety, and enforcing any health-related procedures, as required. The goal is to have one safety boat for 8 rowers and the employee will ensure that sufficient safety boat operators are available.
- Planning, organizing, and delivering learn-to-row sessions for adults throughout the spring and summer. These sessions are most often attended by women who are seeking new fitness opportunities.
- Conducting regular training sessions for experienced adult rowers. This will involve ensuring safety by operating the safety boat and basic instruction of rowing technique.
- Assisting with regular training sessions for competitive youth rowers. This will involve ensuring safety by operating the safety boat.
- Supervising and training junior and/or volunteer staff. This will include safety briefings and orientations.
- Assisting in the maintenance of equipment and boathouse under the direction of the Head Coach.
- Playing a central role in the organization and delivery of a multi-club rowing competition in Nanaimo. The event management skills will involve tracking registrations, ensuring volunteers are in place, assigning equipment and communicating with the Head Coach, the Regatta Organizing Committee and race officials to deliver a quality event.
- Assisting in the planning, organizing, and delivery of multiple Come & Try rowing days to introduce the sport of rowing to the public. Assisting in promotion of the events via social media, creation of the days' plans, organizing club volunteers, assembling registration information and providing orientations to water safety, equipment and rowing technique.
- Promoting the sport of rowing in the community as a healthy lifestyle choice for all ages. This may involve attendance at festivals and events during the summer.
- Acting as a role model by demonstrating positive behaviours.

- Communicating respectfully and effectively with other junior or volunteer coaches, youth athletes, adult athletes, and the public.

### **Qualifications**

- Ability to row
- Pleasure Craft Operators Card
- Knowledge of safety procedures
- Good organizational skills
- Good communication skills
- Ability to work as the member of a team
- Leadership
- Ability to solve problems
- Demonstration of positive attitudes and behaviours
- Valid basic First Aid (an added asset)

### **Mandatory Training**

- Rowing Canada 'Every Coach Certified' requirements include:
  1. NCCP Coach Initiation in Sport \$15
  2. RCA Rowing Essentials \$20
  3. Make Ethical Decisions Module/Evaluation \$70 (online evaluation \$85 if you do not take the MED module)
  4. Safe Sport Training module (free: Coaching Association of Canada)
  5. WHMIS Training – short document & in-person training on hazardous materials plus safety and cleaning protocols (no cost)
  6. Criminal Record Checks (CRC)/Vulnerable Sector Screening (VSS) - no cost (club to cover \$26 fee)
  7. Rowing Canada Safety Modules ([CAC RCA \(rowingcanada.org\)](http://CACRCA(rowingcanada.org)))

Note: NRC may be able to assist with funding for the above courses and the hired candidate can complete the courses during orientation (paid time to complete the courses).

More information: <https://rowingcanada.org/every-coach-certified/> & <https://thelocker.coach.ca>

### **How to Apply**

To apply, please submit a cover letter for the SENIOR SUMMER COORDINATOR POSITION, your resume and 2 references to NRC President Jennifer Mckenzie at [nanaimo.rowing@gmail.com](mailto:nanaimo.rowing@gmail.com) and feel free to email with any questions regarding this position. Thank you for your interest in our club.