



Junior Summer Coordinator Coaching Opportunity

Nanaimo Rowing Club is seeking **two Junior Summer Coordinators** for our summer rowing programs. These positions report directly to the Head Coach and/or Executive and to the Senior Summer Coordinator. Note that youth hired under the Canada Summer Jobs program no longer need to be full-time students.

**The staffing of this position is dependent on receiving funds from the Canada Summer Jobs program.

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

Anticipated Terms: Position #1 - 13 weeks (390 hours) starting approximately May 30, 2026. Position may offer few hours depending on CSJ funding received.

Position #2 - 10 weeks (300 hours) starting approximately June 20, 2026. Position may offer few hours depending on CSJ funding received.

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

Hourly wage: \$19.00

Duties and responsibilities

Under the supervision of the Head Coach and the Senior Summer Coordinator, the Assistant Summer Coordinators will assist with club programs, including:

- Assisting the Senior Summer Coordinator and 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 if applicable depending on start date.
- Assisting with the delivery of learn-to-row sessions for participants from underrepresented groups such the Canucks Autism Network in May and June (tentative programming).
- Assisting with the week-long learn-to-row camps for youth throughout the summer. This includes assisting with registration, organization of activities and on-water supervision.
- Providing feedback on camp activities and working with the Head Coach and Senior Summer Coordinator to make adjustments to activities.

- Playing a key role in ensuring the safety of summer camp participants by operating the safety boat, enforcing water safety, and enforcing any required health-related safety procedures.
- Assisting in the maintenance of equipment and facilities as required under direction of the Head Coach and Senior Summer Coordinator.
- Assisting in regular training sessions for competitive youth rowers, under the supervision of the Head Coach and/or Senior Summer Coordinator.
- Assisting in 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.
- Assisting in regular training sessions for experienced adult rowers. This will involve ensuring safety by operating the safety boat and basic instruction of rowing technique.
- Assisting in adult learn-to-row sessions, under the supervision of the Head Coach and/or Senior Summer Coordinator.
- Communicating respectfully and effectively with other coaches, youth athletes, adult athletes and the Executive.
- Assisting in the delivery of multiple Come & Try rowing days to introduce the sport to newcomers.
- Acting as a role model by demonstrating positive behaviours.

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
- Experience working with youth
- 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 \(rowingcanada.org\)](https://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 JUNIOR SUMMER COORDINATOR POSITION, your resume and 2 references to NRC President Jennifer Mckenzie at nanaimo.rowing@gmail.com and feel free to email with any questions regarding this position. Thank you for your interest in our club.