



2024 Job Posting:

General Overview:

The North Star Rowing Club is seeking up to five (5) paid coaching/admin positions for the 2024 rowing season. These coaches will work under the direction of the club Head Coach. Coaches will assist with a number of rowing programs including Senior/Junior Competitive, Masters, Junior Day Programs, Recreational and Learn to Row (LTR), along with other club duties.

The club is also seeking youth and volunteer coaches interested in assisting our coaching staff. These are volunteer positions that will provide mentoring and coaching skill development from our experienced coaching staff. These positions are ideal for those wishing to develop their coaching skills necessary to be a paid summer coach in the future, or those wishing to assist with our rowing programs on a limited or as needed basis.

Specific Positions and Responsibilities:

1) Lead Coach (Coach Certification “Trained” or “In-Training” required) Mid-April to Sept

- Act in a senior coaching role
- Delegate tasks to other summer coaches/volunteers
- Mentor assistant coaches as needed
- Assist club manager with scheduling (ie. Staff and programs)
- Work with club manager to routinely update members with newsletters and social media
- Write rowing program for various groups – includes modifications necessary for masters/junior groups
- Actively coach various groups, and plan use if safety boat, coached sessions, plan boatings, crews for regattas, etc.)
- Lead coach for Junior Day Program
- Coach/assist with LTR, Masters and other groups as necessary
- Help run occasional weekend events
- Mentoring will be provided by the club Head Coach
- Assist and organize mentoring of youth coaches and volunteer coaches

2) Club Manager/Assistant Coach (Coach certification “Trained” or “In-Training” an asset) Mid-April to Sept

Manager Tasks:

- Assist with rowing schedules (with Lead Coach input)
- Keep track of member registration and fees
- Responsible for collection and documentation of rowing club dues and regatta fees
- Keep emergency contacts for all groups on file
- Organize and input regatta entries



- Place clothing orders
- Send routine newsletters and program information to members
- Work with social media re: promotion/recruitment
- Emergency contact person during the day if anything goes wrong on the water
- Contact person for registration/inquiries

Coaching Tasks:

- Assistant coach for Junior Day Program
- Coach/assist with LTR, Masters and other groups as necessary
- Help run occasional weekend or evening events
- List parts/equipment needed to be ordered (and give to Head Coach)
- Report to Head Coach
- Assist with mentoring of youth coaches and volunteer coaches

3) Assistant Coaches (3) (Coach certification “Trained” or “In-Training” an asset) July-August

Coaching Tasks:

- Assistant coach for Junior Day Program
- Coach Masters/Recreational groups (safety boat, coached sessions, boatings, crews for regattas, etc)
- Coach/Assist with LTR and Rec programs
- Coach/assist with other groups as necessary
- Report to Lead Coach and Junior Lead Coach
- Plan and program LTR sessions in advance of sessions with assistance from Lead Coach as necessary
- Help run occasional weekend events
- Send relevant content to club manager to be included in routine newsletter and social media
- Report to Lead Coach
- Help run occasional weekend events
- Assist mentoring of youth coaches and volunteer coaches

Qualifications (for all paid positions):

- Between 15 and 30 years of age at the start of employment
- A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work according to the relevant provincial / territorial legislation and regulations
- Completed Rowing Essentials, Coach Initiation in Sport, and Safe Sport Training (required prior to start date)
- Completed Learn to Row or RCA Coach Trained, or Certified an asset



- Valid Pleasure Craft Operator Card (required)
- Current Emergency First Aid and CPR Course (asset)
- Competent swimming ability
- Excellent interpersonal skills and organizational skills
- Experience working with athletes with a disability (asset)
- Criminal Record Check (required)
- Coaches must ensure that athletes adhere to all safety guidelines on and off the water
- Coaches must also adhere to the Coaching Code of Ethics

Additional Tasks and Responsibilities for Coaching Staff:

- Sweep out boat bays
- Help keep office area/boathouse/kitchen/erg space clean (weekly)
- Clean/disinfect bathrooms and high contact surfaces daily
- Complete maintenance general club maintenance
- Complete equipment maintenance

Work Schedule:

- 30-40 hours/week (additional hours possible)
- 2 positions Mid-April to September and 3 positions July-August
- Possibly of work extending into October/November
- In addition to scheduled shifts, work schedule includes all local summer regattas

Remuneration:

Salary TBA (based on funding grant). The positions are contingent on receiving grant funding.

Youth Coach and Volunteers (unpaid)

If you are interested in participating in our new youth coach and volunteer program, please submit your interest to Peter Webster and the email below or contact your current program coach. There is no prior experience required and training will be provided. This is a great way to help out at the club and to learn valuable coaching and rowing skills.

The club will be sponsoring a free LTR workshop for all interested members, but space is limited so notify your coach or email peter@northstarrowing.ca.

For all jobs, please send a complete resume and cover letter before March 30, 2024, to:
Head Coach Peter Webster at peter@northstarrowing.ca