

Ottawa River Canoe Club Manager Position

The Ottawa River Canoe Club Manager is part of a team responsible for the day-to-day operations of the Club including human resources as well as the facilities and all elements required to deliver the Club's programs. Reporting to the Vice- Commodore and Head Coach, the Manager supports the Head Coach and Board of Director's efforts and the best interest of the membership. The Manager should be able to foster good relationships with coaches, athletes, board members, and the membership in general and be prepared to adopt a leadership role to create and promote team spirit and a culture of care for the club.

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

Administrative Duties:

- answering phone calls
- taking messages and distributing to the appropriate people
- booking hotels for regattas
- communication with Canoe Kids, Regatta Ready, and Recreational program participants

Human Resources:

- coordinate scheduling of dock duty (1-2 part time hires)
- volunteer management (ensure volunteer roles are filled and being completed, track volunteer hours)

Customer Service:

- coordinate community group visits and offsite camp visits (ie: City of Ottawa, Kanata Montessori, Aboriginal group)
- assisting in coordination of events at the club (Small Swells/Moonlight paddle/Friday regattas, Constance Bay Dragon Boat Festival)
- solicit feedback from parents after Canoe Kids and Regatta Ready Camps
- help manage registration for Canoe Kids, Regatta Ready and Recreational programs
 - deal with registration issues for Canoe Kids, Regatta Ready, and Rec programs
 - waiver management
 - take payments
- main point of contact for corporate dragon boat
 - scheduling of dragon boat practices and coaches

House:

- monitor and report any issues relating to the club house, property or other facilities
- coordinate boat repair
- maintain the marking of the on-water hazards
- setup boys on water as needed for race course lanes, competitions
- make sure site is clean at end of day

DESIRED QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

- High School diploma
- Student enrolled in a Business Management, Human Resources Management, Sport Administration program is an asset
- Previous work with a not for profit organization is an asset
- Knowledge of the Canadian Canoe-Kayak sport is an asset
- Proficiency in the use of websites (Wild Apricot), Microsoft Office (Word & Excel), Social Media & marketing sites (Twitter, Facebook)
- First Aid, CPR and AED certification
- Bilingual English/ French is an asset

PERSONAL CHARACTERISTICS:

The Club Manager will demonstrate competence in the following areas:

- **Work Independently:** ability to undertake self-directed tasks; the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create/implement action plans and monitor progress towards goals independently
- **Communications:** Excellent oral and written communication skills
- **Relationships:** Maintain positive working relationships with others, both internally and externally.
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems and make decisions to enhance organizational effectiveness
- **Organization:** Excellent time management skills; attention to detail; and the ability to make clear, timely decisions.

WORKING CONDITIONS

- The Club Administrator will work out of the ORCC Clubhouse: 1610 Sixth Line Rd, Kanata, ON. Some work from home will also be permitted.
- 4 month contract from May 1- August 25th; 25-30 hours per week (evenings and Saturday's required)
- Expected start date: May 1, 2017
- Expected end date: August 25, 2017
- Salary \$13/hour