



## **2023 Job Posting:**

### **General Overview:**

The North Star Rowing Club is located on Lake Banook in Dartmouth Nova Scotia and offers rowing programs for learn to row, youth (age 13-18), seniors (age 19-27), para (all ages) and masters (age 21+) rowers. Our athletes compete in local, provincial, national and international level regattas, and some of our members have achieved medals in both World Championship and Olympic/Paralympic competition.

The club is currently seeking up to four (4) coaches/employees to work under the direction of the club Head Coach. North Star runs a number of rowing programs including Senior/Junior Competitive, Masters, Junior Day Programs, Recreational and Learn to Row (LTR). Coaches must ensure that athletes adhere to all safety guidelines and Covid -19 protocols on and off the water. Coaches must also adhere to the Coaching Code of Ethics.

### **Specific Positions and Responsibilities:**

#### **1) Lead Coach (Coach Certification "Trained" or "In-Training" required) Mid-April to Sept**

- Act in a senior role to delegate tasks to other summer coaches/employees
- Mentor assistant coaches as needed
- Assist club manager with schedule (ie. Staff scheduling)
- Send any content to club manager to be included in routine newsletter and social media
- Write program for competitive groups – includes modifications necessary for masters/junior groups
- Actively coach competitive group (safety boat, coached sessions, 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

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

##### **Manager Tasks:**

- Assist with making schedules (with Lead Coach input) and distribute
- Clothing orders
- Send routine newsletters
- 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
- Responsible for collection of rowing club dues and regatta fees
- Keep track of member registration
- Keep emergency contacts for all groups on file
- Input regatta entries
- Keep office area/kitchen/erg space clean (weekly)
- Take out garbage/recycling/green bin

**Coaching Tasks:**

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

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

**Coaching Tasks:**

- Assistant coach for Junior Program
- Assist with LTRs
- Coach/assist with other groups as necessary
- Help run occasional weekend events
- Report to Lead Coach and Junior Coach

**4) Assistant Coach - Masters/Rec/LTR Coach (coach certification required “In-Training” or “Trained”)**

- Plan and Program LTR sessions in advance of sessions with assistance from Lead Coach as necessary
- Coach LTR sessions with assistance from Groundskeeper and/or volunteer club coaches
- Coach/assist with other groups as necessary
- Help run occasional weekend events
- Send any content to club manager to be included in routine newsletter and social media
- Coach Masters/Recreational groups (safety boat, coached sessions, boatings, crews for regattas, etc)
- Report to Lead Coach

**Qualifications (for all positions in addition to above position-specific requirements):**

- Between 15 and 30 years of age (inclusive) at the start of employment.
- Was registered as a full-time student during the preceding academic year.



- Intend to return to school on a full-time basis during the next academic year.
- 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.
- Rowing Essentials, Coach Initiation in Sport, and Safe Sport Training required prior to start date.
- Learn to Row or RCA Coach Trained, or Certified an asset (Successful candidates will be required to complete if they have not already prior to hire).
- Valid Pleasure Craft Operator Card required.
- Current Emergency First Aid and CPR Course.
- Competent swimming ability.
- Excellent interpersonal skills and organizational skills.
- Experience working with athletes with a disability an asset.
- Criminal Record required.

**Additional Tasks and Responsibilities for Coaching Staff:**

- Sweep out boat bays.
- Clean/disinfect bathrooms and high contact surfaces daily.
- Coordination with Lead Coach of maintenance of Oakwood House, boat cleaning/repair, and general club maintenance.
- Equipment maintenance.

**Work Schedule:**

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

**Remuneration:**

Salary TBA (based on funding grant). The positions are contingent on receiving funding for hiring summer students.

If interested, please send a complete resume and cover letter before March 30, 2022, to: Head Coach Peter Webster [peter@northstarrowing.ca](mailto:peter@northstarrowing.ca)