



**Ottawa Rowing Club**  
CANADA'S OLDEST ROWING CLUB FOUNDED 1867

CLUB HOUSE  
10 LADY GREY DRIVE  
TELEPHONE  
(613) 241-1120  
MAILING ADDRESS  
P.O. BOX 1457  
STATION B  
OTTAWA, ONT  
K1P 5P9

**JOB POSTING: Facility Assistant**

Reports to: Executive Director

Position designation: Part-time

Salary Range: Hourly, commensurate with experience

Hours: approximately 22-26 hours per week; weekend and evening hours required; seasonal from May to November.

**Overview:**

The Ottawa Rowing Club (ORC) is a not-for-profit sports organization established in 1867 to provide rowing instruction for participants of all ages. The ORC is comprised of a volunteer Executive Committee, volunteers and paid employees. From April to November, the ORC operates from its boathouses on the Ottawa River. In the off-season, the ORC membership trains at an indoor satellite location.

The ORC provides coaching to rowers in competitive or sport rowing programs, as well as introductions to the sport through Learn-to-Row, summer camps and the Adult Rowing League. Local high schools and universities train and race out of the ORC.

The Facility Assistant supports ORC staff and volunteers by keeping the ORC boathouses and property in good, clean condition. Success will be measured by maintaining the cleanliness of the ORC's boathouses and property.

**Essential job functions:**

The responsibilities of this position include, but are not limited to, the following:

Supporting ORC Employees and Volunteers

- Complete tasks related to building maintenance and cleanliness when requested;
- Open and close the ORC boathouses during shifts;
- Assist with moving equipment and/or repairs when requested and when time allows.

Building Maintenance and Cleaning

- Clean the ORC boathouses, including but not limited to cleaning floors and stairways, cleaning washrooms, replenishing cleaning solutions in the erg and weight area, cleaning windows and cleaning the docks;
- Complete building maintenance which may include jobs like painting from time to time;
- Keep an inventory of cleaning supplies and provide a list of items to be ordered to the Executive Director.

Landscaping

- Cut the lawns of the ORC property;
- Maintain and water the ORC gardens.



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## Other

- Follow ORC policies and procedures;
- Understand manuals and documentation associated with employment.

## **Requirements**

- High school diploma or General Equivalency Diploma;
- Techniques for dealing effectively with members, volunteers, colleagues and ORC employees;
- Strong communication and interpersonal skills as applied to interactions with co-workers, supervisor, members and general public;
- Ability to communicate effectively in English
- Good organizational skills;
- Attention to detail;
- CPR and First Aid Certified;
- Pleasure craft operating license (Boat License) is an asset;
- WHIMIS trained is an asset;
- Police records check;
- Experience working as a member of a team;
- Willingness and ability to work outdoors around water and to meet the physical demands of the position;
- Ability to work independently within established procedural guidelines and/or written directions.

Interested candidates should submit a cover letter and resume to: [melissa@ottawarowingclub.com](mailto:melissa@ottawarowingclub.com).

**Application Deadline: Friday, April 5, 2019.**

We thank all applicants for their interest, but only those selected for an interview will be contacted.

## **ACCESSIBILITY**

We are an equal opportunity employer. We welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact Ottawa Rowing Club directly at 613-241-1120 or [rowing@ottawarowingclub.com](mailto:rowing@ottawarowingclub.com).