



**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 DESCRIPTION: Learn to Row Instructor**

Reports to: Technical Director

Position designation: Part-time from May to September, Non-managerial

Salary Range: Hourly, commensurate with experience

Hours: approximately 4-6 hours per week; evening hours required; seasonal from May to September

**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 ORC offers a Learn to Row (LTR) program from May to September for beginner rowers. Participants in the Learn to Row program participate in five practices over a two week period (Monday, Wednesday, Friday and the following Monday, Wednesday). LTR participants are introduced to the basics of rowing technique so they may move to other ORC programs, including recreational and competitive programs.

Learn to Row Instructors are responsible for the delivery of the Learn to Row program, balancing safety with the individual and group needs of the rowers. Success is measured by improved rowing technique demonstrated by participants, increased enrolment, overall satisfaction of LTR participants, and the transition of LTR participants into further ORC programs.

Learn to Row Instructors are supported by a full-time ORC Technical Director, Executive Director and volunteer Executive Committee.

**Essential job functions:**

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

Programming

- Planning programming in accordance with basics of the 'Learn-to-Row' (LTR) fundamentals;
- Contributing to and following written program plans;
- Modifying program plans based on the needs of participants and recognized successes or failures;
- Designing and maintaining a fun and safe environment;
- Ensuring suitable equipment is ready and prepared for LTR practices.

Interaction with Participants

- Welcoming LTR participants to the ORC each practice;
- Ensuring safety through the application and observance of 'Safety Policy';
- Attending to first aid needs;
- Being an enthusiastic leader;
- Engaging the participants;



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- Providing a positive role model for effective interpersonal communications;
- Treating participants with dignity and respect;
- Identifying and introducing further rowing opportunities.

#### Other

- Safety check of ORC site upon arrival;
- Monitoring rowing and safety equipment;
- Reporting needed repairs to the ORC Technical Director;
- Completing incident reports, if required;
- Maintaining a record of program plans and instructions, including photos or video where possible;
- Following ORC policies and procedures, and
- Understanding manuals and documentation associated with employment.

#### **Requirements**

- Successful completion of RCA / RowOntario LTR Instructor program;
- Police Record Check;
- Pleasure craft operating license (Boat License);
- Standard First Aid / CPR C;
- Comprehensive knowledge of rowing;
- Coaching or instructional experience;
- Proven customer service knowledge and experience;
- Techniques for dealing effectively with athletes, members, volunteers, colleagues and ORC employees;
- Strong communication and interpersonal skills as applied to interactions with athletes, coaches, and ORC employees;
- Ability to communicate effectively in English including excellent writing and grammatical skills; bilingualism is an asset;
- Highly developed organizational skills;
- Attention to detail;
- Experience working as a member of a team;
- Willingness to work outdoors, on water and land and to meet the physical demands of the position, and
- 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).