

PROGRAM COORDINATOR



1 Position

Salary: \$19.50 per hour

Start date: May 4, 2026

End date: August 28, 2026

Hours: 30 to 37.5 Hours per week for 16 to 17 weeks. May include evenings & weekends

*Hours are subject to change based on allotted grant funding

Location: 10 Lady Grey Drive Ottawa ON -Ottawa River

Ability to work remotely and/or in person

Application Deadline: April 13, 2026

JOB SUMMARY

The mandate of the Ottawa Rowing Club (ORC) is to offer an inclusive, vibrant, and fantastic rowing community in Ottawa. The Program Coordinator will provide enthusiastic and innovative leadership in managing the summer programs & staff at the ORC with emphasis on **Youth Day Camp**.

The coordinator will oversee all Youth Day Camp operations, including the management of equipment, facilities, staff, and communication with registrants and their parents.

Along with the key responsibility of Youth Camp management, the Program Coordinator is responsible for fulfilling our civil duty as an inclusive community leader in recreation by interaction with a range of social groups in the Ottawa area to offer our **Everybody Rows Program, Lets Row Ottawa Program, Come Try Rowing Days** and our **Special Olympics Program**, which are free public offering designed to engage a diverse range of people with the sport of Rowing.

PROFESSIONAL EDUCATION AND EXPERIENCE

- High School Graduate or college/university student
- Experience in recreation programming is desirable

CERTIFICATIONS AND LICENSES

- Current Standard First Aid, CPR and/or AED certificates
- Pleasure Craft Operator Card is preferable and can be obtained upon hire.
- Ontario Class G Drivers Licence is preferable
- Certification in relevant coaching/aquatics/recreation programs is an asset

APPLICANT KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Understanding of the developmental and recreational needs of youth
- Must have knowledge of risk management for decision making related to health and safety of staff & participants.
- Rowing knowledge & experience is preferred
- Language Requirement: English OR Bilingual competencies.

Skills

- Planning of recreational programs, including lesson plan creation, time management, organization, professional communication, and program leadership.
- Manage time and maintain organization.
- Operate Google Suite programs including sheets, cells, slides, email, etc with proficiency.
- Motivate and lead a wide range of participants from youth to adult
- Supervise participants in a variety of environments including aquatic.
- Collaborate with enthusiasm in a team environment.
- Follow verbal and/or written directions/procedures.

Abilities

- Reliable and trustworthy
- Tactful, kind and patient
- Flexible, creative and resourceful
- Can relate to children and be a good role model
- Physically fit and able to participate in recreation activities.
- Ability to pass a Background Check - the successful candidate will be required to complete a Vulnerable Sector Check with the Police Services

Please send your interest and resume to Adrian - ORC Administrator:

rowing@ottawarowingclub.com

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

The Ottawa Rowing Club promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code.