

# VOLUNTEER COORDINATOR



1 Position - Summer Student

**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

Volunteers are the backbone of operations at Ottawa Rowing Club. From program coaching to cleaning, driving trucks to gardening, the success of our Club is reliant on Volunteers. Efficient coordination of these invaluable assets is essential for the club to function.

Reporting to the ORC Administrator, the **Volunteer Coordinator** is the main point-of-contact for our large database of volunteers. The Volunteer Coordinator is primarily responsible for the management of volunteers for a wide range of ORC's programs and daily operations. This includes managing a volunteer database, engaging with program leads to establish volunteer requirements, organizing training and collecting volunteer credentials, and communicating with volunteers about recruiting, scheduling, etc. A key task within volunteer coordination is tracking completed volunteer hours to align with ORC's Community Involvement Program.

Along with the administrative duties of coordination, an essential function of the Volunteer Coordinator is to fulfill a leadership and oversight role on-site during the volunteer-reliant events. This includes being a point of contact at potlucks, rowing practices, host regattas, and more.

## PROFESSIONAL EDUCATION AND EXPERIENCE

- High School Graduate or college/university student
- Post secondary education in, administration, human resources, event management, etc are preferred.
- Experience in a recreational or sport environment is desirable

## CERTIFICATIONS AND LICENSES

- Applicable certifications are an asset

## **APPLICANT KNOWLEDGE, SKILLS, AND ABILITIES**

### ***Knowledge***

- Understanding of non-profit operations or competitive sport experience, especially operations reliant on volunteer contribution.
- Basic understanding not-for-profit business operations.
- Insight and experience organizing events.
- Language Requirement: English OR Bilingual competencies written & verbal

### ***Skills***

- Proficient in Google Suite programs including sheets, cells, slides, email, etc.
- Operating spreadsheets and website builders.
- Follow verbal and/or written directions/procedures from the Head Coach and Administrator.
- Building schedules for volunteers and employees.
- Communicate effectively using written, verbal, and visual methods.
- Manage time and maintain organization.

### ***Abilities***

- Strong attention to detail
- Tactful, kind and patient
- Calm under pressure
- Creative and resourceful
- Reliable and trustworthy
- Flexible and enthusiastic
- 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\*\*](mailto: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.*