

## Job Description Program Coordinator

**Position Title: Program Coordinator**

**Category:** Contract

**Supervisor:** FCRC Board – Community Rowing Lead

**Contract length:** 3 months (Jan – March 2023) with opportunity for mutually agreed extension to December 2023.

**Remuneration:** \$25/hour + 4% vacation pay

**Hours:** Average 15 hours per week (for an extended contract, a maximum of 400 hours may be worked between Jan 1 and March 31 2023)

**Purpose of the role:**

Reporting to the FCRC Board representative responsible for Community Rowing, the Program Coordinator will act in accordance with FCRC's Mission/Values/Vision to strengthen the foundation for the club's Community Rowing program. The Coordinator will enhance and formalise relationships with the club's Community Rowing partners and establish and oversee enhanced Community Rowing programming for 2023. The Coordinator will also support LTR and member rowing, which are the foundations supporting our Community Rowing programme. This role will have a key role in contributing to a long-term plan to embed Community Rowing sustainably at FCRC.

**Responsibilities and duties:**

- Develop relationships and Memoranda of Understanding with the FCRC's current partner organisations (Canucks Autism Network, Big Brothers, Colour the Trails, Watari, Moresports)
- Conduct outreach to other possible partners, including the Squamish Nation and organizations serving Newcomers.
- In collaboration with the Coaching Lead, develop Community Rowing curriculum and ensure coaches are trained in it
- Design a plan and schedule for Community Rowing, LTR and member rowing that ensures the programs are compatible, financially sustainable and leverage the club's strengths and resources
- Investigate ways to retain LTR and Community Rowing graduates and develop members into coaches
- Oversee the implementation of Community Rowing programming and troubleshoot emergent issues, in collaboration with the Coaching Lead
- Undertake administrative duties to support program implementation, including ensuring that participants are registered with RCA through the RCA online Web Registration System
- Work with Communications Lead to promote and communicate programming to the public on FCRC website and social media
- Provide regular feedback to the FCRC Board about the Community Rowing program and planning
- Support Board strategic initiatives as required
- Act as a diligent steward for both athletes and equipment while on the water, in transit, and in the compound
- Understand and adhere to the FCRC Mission/Values/Vision
- Work according to Safe Sport Guidelines.



**Supervision:**

The Program Coordinator will report directly to the Board member responsible for Community Rowing.

**Why?**

- Flexible hours and scheduling
- Working with marginalized groups and supporting a vibrant rowing community

**Required qualifications and competencies:**

- Strong time management and prioritization skills
- Previous experience working with a variety of stakeholders
- Strong administrative skills, specifically in G suite tools
- Clear communication and strong interpersonal skills
- Reliable
- Eligible to work in Canada
- Prior to starting work, the successful candidate will be required to provide an up-to-date enhanced Criminal Record Check at FCRC expense

**Desired qualifications and competencies:**

- Scheduling, project planning and budgeting experience
- Non-profit experience
- Knowledge and experience of rowing
- Access to a smartphone with data plan to allow for use of our communication tools (Whatsapp, Slack)

**Additional Details:**

This position includes an honorary membership in the False Creek Rowing Club for the duration of the contract. Support with professional development may also be provided.

If you have any questions about the position or your eligibility, please don't hesitate to contact Cal Oliver (604 786 0956).

To apply, please submit a resume and a full page cover letter detailing:

- Why you are interested in the position
- Your anticipated availability

Application to be submitted to: [questions@falsecreekrowingclub.ca](mailto:questions@falsecreekrowingclub.ca) by **Friday December 9<sup>th</sup> at 5:00pm**. All applicants will receive acknowledgement and be advised if their application is to move forward in the recruitment process.

