



Position: Rowing BC Summer Student Staff

Term: Short-term Contract, 8 weeks, 37.5 hrs/week

Location: Lower Mainland/Remote, travel required

Contract Dates: Monday, June 12 - Friday, August 4, 2023

Application Deadline: Thursday, May 22, 2023

Compensation: \$20/hr

Reports to: Director of Membership and Community Development

Rowing BC is the governing body for the sport of rowing in BC. Rowing BC's Mission is that *All British Columbians are able to discover, pursue and enjoy the sport of rowing*. This position will support Rowing BC's Mission as it relates to Spring/Summer 2023 initiatives.

Primary Responsibilities:

This Rowing BC Summer Student Staff position will support the Director of Membership and Community Development in the preparation and execution of Rowing BC's strategic initiatives, including a variety of support services for Member Organizations and supporting Rowing BC's Diversity, Equity and Inclusion initiatives.

Examples of typical tasks include:

- Assisting with administration and registration for Grow Rowing programs
- Contributing to the upkeep and development of Rowing BC's communications (website, newsletter, social media)
- Travel to rural and remote locations in the Interior and Northern BC to run "Bring Rowing to You" programs
- Supporting the delivery of Rowing BC events such as in-person camps, virtual workshops, and the 2023 BC Provincial Championships Regatta
- Where needed, this position will also support other Rowing BC staff in regular program area priorities.

The ideal candidate will have previous rowing and coaching experience that can translate to their hands-on support of activities and events as listed above.

The individual who fills this position can work from home anywhere within BC, provided there is a strong internet connection and an ability to work uninterrupted, with availability for the travel dates that will be included within this contract.

Certifications:

- Valid BC Class 5 Driver's Licence
- Pleasure Craft Operator's Card
- RCA LTR Coach Trained/Certified
- Completed RCA Coach Essentials, Making Ethical Decisions, and Coach Initiation in Sport

Skills:

- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Highly organized with superior attention to detail
- Familiarity with social media and website management
- Familiarity with online meeting and event hosting
- Marketing and communications background is an asset

Candidates must be between the ages of 15-30 as this position is supported by the 2023 Canada Summer Jobs Grant.

Application Procedure:

Qualified candidates should submit a resume and cover letter to [Rowing BC Director of Membership and Community Development, Sonja Lonne](#) by 11:59 pm on Tuesday, May 22, 2023. Shortlisted applicants will be contacted as soon as possible to arrange interviews.