

## **JOB OFFER – Club Manager**

### **Montreal Rowing Club - Club d'aviron de Montréal**

The Montreal Rowing Club (MRC) is a not-for-profit sports organisation that offers rowing programs to its members, and to participants in various short term rowing programs.



### **We are looking for...**

MRC is looking for a person who will coordinate the club's programs /activities, and performs the administrative duties. The person will work in close collaboration with the (volunteer) members of the Board of Directors, with our Head Coach (Marc-Oliver Klages) and with club employees.

### **Tasks and responsibilities**

- Advertise/distribute our program offer, answer all information requests and follow up where necessary;
- Register members and participants in the various programs, make sure that fees are paid on time;
- Coordinate the various programs, ensure that equipment is available and that there are coaches assigned;
- Take care of internal and external communication (e-mail, club Web site, telephone, fax);
- Help organizing club regattas and other club events;
- Where necessary, assume other tasks.

### **Qualifications**

You have experience in activity coordination and/or administration, preferably in a sports organisation or in a not-for-profit organisation. Preferably, you have experience working with volunteers. You are capable of managing different files and situations in one day, administratively as well as logistically. You know your way around on a Windows XP workstation. You are bilingual (orally as well as written).

### **Description of the position**

The person will work :

- Appr. 15 Hours/week (flexible schedule) between March 10<sup>th</sup> and April 30<sup>th</sup> 2008;
- Appr. 25 Hours/week (afternoons/evenings) between May 1<sup>st</sup> and September 7<sup>th</sup> 2008;
- Appr. 12 Hours/week (flexible schedule) in the months of September and October 2008;

Every now and then you must be available at weekends, to coordinate or help out at rowing events. You will be paid by the hour, between \$ 12 and \$ 14. This contract ends in October, renewal is a possibility

### **To apply**

Please send your letter of interest – by e-mail (Word or PDF) or by regular mail – with enclosed resumé and at least names of two references (please describe your relation to your references) before March 3<sup>rd</sup> to:

**Club d'aviron de Montréal - Montreal Rowing Club  
Arnold Brookhuis, President**

**E-mail: [brookhuis@sympatico.ca](mailto:brookhuis@sympatico.ca)  
Postal address : **1, Circuit Gilles-Villeneuve  
Parc Jean-Drapeau  
Montréal, QC H3C 1A9****

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A longer version of this job offer is available on our Website at [www.avironmontreal.com](http://www.avironmontreal.com).  
For more information, or if you have any questions, please contact Arnold Brookhuis, President.  
E-mail: [brookhuis@sympatico.ca](mailto:brookhuis@sympatico.ca). Cell. 514 242-6785