



CAREER OPPORTUNITY – Program Coordinator

Full Time – 1 Year contract, with potential to be permanent.

Flexible start date, Summer 2025

Compensation Overview: \$40,000 - \$50,000.

including 2 weeks' vacation in addition to time off over December holidays.

About the Role

This is a unique opportunity to join a dynamic provincial sport organization and contribute to the growth and development of rowing in Ontario. The Program Coordinator will play a key role in supporting Row Ontario's programs, community initiatives, and day-to-day operations. Reporting to the Domestic Rowing Manager, the Program Coordinator will assist in delivering coach and umpire development programs, provide administrative support for regattas, manage bookkeeping tasks, and help implement new initiatives to grow and diversify the sport.

Key Responsibilities

Program & Event Administration

- Coordinate the **National Coach Certification Program (NCCP)**:
 - Organize logistics for workshops and evaluations
 - Manage scheduling of Learning Facilitators and Coach Evaluators
 - Track Every Coach Certified (ECC) compliance and prepare quarterly reports
 - Support coaches and developers along the Coach Development pathway
- Coordinate the **RCA Umpire Licensing Program** in Ontario:
 - Manage logistics for clinics
 - Track registrations, evaluations, and licensing maintenance
- Provide administrative support to the Row Ontario Sanctions Committee
- Oversee the **annual Club Membership** application process:
 - Track applications and payments, follow up on outstanding submissions
- Manage **monthly athlete and coach registration invoicing**:
 - Generate club registration reports and invoices
- Assist with **Grow Rowing initiatives**:
 - Organize logistics for outreach events and attend on-site as needed

Bookkeeping & Financial Support

- Assist the CEO with financial management:
 - Maintain financial records and perform daily bookkeeping
 - Complete monthly invoicing and event-specific seat fee audits
 - Support collection of accounts receivable

Qualifications

- Strong organizational, time management, and critical thinking skills
 - Familiarity with basic accounting principles (training provided)
 - Proficiency with various software and web-based applications
 - Post-secondary education in a related field, or equivalent experience.
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Core Competencies

- Exceptional attention to detail
 - Strong communication and interpersonal skills
 - Highly organized and able to multitask
 - Independent and self-motivated
 - Team-oriented and adaptable
 - Quick learner with a passion for community sport
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Working Relationships

External Partners:

- Rowing Canada Aviron
- Member Clubs & Coaches
- City of Welland
- Other Provincial Rowing Associations
- Coaches Association of Ontario
- Community groups & schools

Internal Collaborators:

- Row Ontario Staff
 - Coach Developers
 - Umpires & Umpire Committee
 - Volunteers
 - Sanctions Committee
 - Diversity & Inclusion Committee
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Work Environment

Row Ontario has a very strong, collaborative team, which operates as a fully remote organization. The successful candidate will work from a home office but must be available to attend Row Ontario events (primarily on weekends) and occasional in-person meetings throughout the year.

How to Apply

Please submit your **cover letter and resume in a single document** to the attention of: **Kate Savage**

Via:  applications@rowontario.ca | By: 12:00 PM (noon) on Friday, June 20, 2025

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Commitment to Equity

Row Ontario is committed to building an inclusive workplace that reflects the diversity of the communities we serve. We encourage applications from all qualified individuals, including those from underrepresented groups. Accommodations are available throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.

For accommodation requests, please contact us at: applications@rowontario.ca or **289-778-0750**.