



**ROWING**  
**CANADA**  
**AVIRON**

[www.rowingcanada.org](http://www.rowingcanada.org)

## **Rowing Canada Aviron**

### **Internship Position – Sport Development Intern**

**Application Deadline:** April 6<sup>th</sup>, 2018

**Location:** Victoria, BC – Pacific Institute for Sport Excellence

**Starting Date:** May 1<sup>st</sup>, 2018

**Ending Date:** August 31<sup>st</sup>, 2018

**Hours Required:** 100 or 300 (based on applicant).

**Honorarium:** Based on number of hours

#### **Job Description:**

Victoria is home to Rowing Canada Aviron, the national governing body for the sport of Rowing in Canada. The successful candidate will have the opportunity to work within the Sport Development portfolio alongside the Director of Partnerships and Sport Development and the Manager of Coach Education and Development.

The purpose of this internship is to give the successful candidate a practical learning opportunity where they will gain experience in the field of sport administration and sport development by providing program support in the areas of sport participation and coach education. The successful candidate will refine their skills in program research, administration, and the collection, analysis and presentation of data.

The Sport Development Intern will report to the Director of Partnerships and Sport Development. The key objectives of this position are to provide:

- Support to the Director of Partnerships and Sport Development and the Manager of Coach Education and Development in the day-to-day administrative and database duties
- Support for the 2019 RCA National Conference duties

Specific Duties include:

- Providing support in maintaining the Coach Education Database system
- Providing support in maintaining the NCCP Locker
- Providing support in the collection and input of coach information
- Providing support with the Web Registration System
- Providing support in Development of New Coaching Materials
- Providing logistical support for the 2019 RCA National Conference
- Providing communication support for the 2019 RCA National Conference
- Interacting with potential vendors and sponsors
- Providing assistance in gathering NSO information and documentation as necessary
- Reviewing Sport Development Documents
- Various other duties as required.

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Member of: F.I.S.A./Membre de F.I.S.A.. Canadian Olympic Committee/Comité Olympique Canadien

### **Candidate Profile**

- Previous sport administration an asset
- Strong organizational skills
- Strong computer and database skills (ie. Word, Excel, Powerpoint, Survey Monkey)
- Strong research and analysis capability
- Experience in developing surveys an asset
- Ability to work with limited supervision
- Team player
- Excellent communication and interpersonal skills
- Bilingualism is a considerable asset
- Background and knowledge in the sport of rowing is an asset

Please submit your resume and cover letter to [lnutt@rowingcanada.org](mailto:lnutt@rowingcanada.org) with the subject line of **Sport Development Intern** by **April 6<sup>th</sup>, 2018**.