



**ROWING  
CANADA  
AVIRON**

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

## **ROWING CANADA AVIRON MEMBER SERVICES ADMINISTRATOR**

### **1. DESCRIPTION**

- 1.1. ORGANIZATION:** Rowing Canada Aviron
- 1.2. TITLE:** Member Services Administrator
- 1.3. JOB CATEGORY:** Full-time Professional
- 1.4. REPORTING TO:** Director of Partnerships and Sport Development

### **2. RESPONSIBILITIES**

#### **2.1. GENERAL**

Reporting to the Director of Partnerships and Sport Development, the Member Services Administrator is responsible for providing administrative support for member services and sport development operations.

#### **2.2. SPECIFICS**

- Oversee the accountability frameworks for and implementation of procedures related to event management, event sanction, and participant and member registration
- Oversee the management of the participant and member online registration system including coordination with financial management records
- Liaise with and provide support to members and individuals regarding event management and the participant and member online registration system
- Analyze participant and member data to identify activity and demographic trends
- Create and oversee reporting procedures related to participant tracking and activity
- Provide administrative support for current and new programs that grow awareness and increase participation in rowing in Canada
- Provide administrative and logistical support for sport development operations as assigned

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