



ROWING
CANADA
AVIRON

www.rowingcanada.org

Rowing Canada Aviron

Internship Position – National Team Program Assistant

Application Deadline: April 7th, 2017

Starting Date: April 24th, 2017 (Earlier if available) **End Date:** August 31st, 2017 * 25–30 hours per week

Honorarium Position: \$600/month

Position: National Team - Program Assistant

Job Description:

Overview

Victoria is home to Rowing Canada Aviron, the national governing body for the sport of rowing in Canada and home to one of two National Training Centres in Canada. The High Performance Program of Rowing Canada is an intense program of elite athlete development, support, training and competition that has the primary goal of sustaining and improving on past medal performances in World Rowing Championships and Olympic and Paralympic Games.

The purpose of this internship is to give the successful candidate a practical learning opportunity where they can gain experience in the field of sport administration and high performance sport development while providing program support in the areas of national team event logistics, data collection and, research for Olympic and Paralympic programs within the organization.

The National Team – Program Assistant would be responsible for providing administrative and logistical support to the Rowing Canada Aviron – High Performance Program area and report to Director of Athlete and Coach Pathways. The key objectives of this position are to:

- assist the National Team Program in the day-to-day coordination of athlete support, training and competition programs over the 2017 competitive season, and;
- provide data collection and research support related elevating the functionality and effectiveness of the RCA Performance Tracker database.

Specific Duties include;

- Maintaining the national team athlete database system
- Includes the collection and input of athlete/coach information
- Creating report templates used for athlete tracking
- Providing pre and post-event support to the National Team Program Unit
- Create post-event summaries and evaluation reports
- Assist with national team athlete services such as medical support, travel and logistics, uniform distribution, etc.
- Various other duties as required.

321 - 4371 Interurban Rd. • Victoria BC • V9E 2C5 • Canada

Tel: 1-877-722-4769 / (250) 220-2577 ~ Fax: (250) 220-2503 ~ E-mail: rca@rowingcanada.org
Member of: F.I.S.A./Membre de F.I.S.A., Canadian Olympic Committee/Comité Olympique Canadien
Canadian Paralympic Committee/ Comité paralympique canadien

- Includes: contact with national team athletes (elite and development), coaches and performance partners such as Sport Science Sports Medicine Staff and Canadian Sports Institute.

Candidate Profile

- Previous sport administration and coordination experience
- 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 to lnutt@rowingcanada.org with the subject line of **National Team Program Assistant** by April 7th, 2017. Those selected for an interview will be contacted by April 13th, 2017.