



## JOB DESCRIPTION

### Equipment Coordinator

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#### 1.0 DESCRIPTION

- 1.1 ORGANIZATION: Canadian Amateur Rowing Association  
(Rowing Canada Aviron)
- 1.2 TITLE: Equipment Coordinator
- 1.3 JOB CATEGORY &  
NATURE OF POSITION: Part Time
- 1.4 IMMEDIATE  
SUPERVISOR: National Team Coordinator
- 1.5 ULTIMATE  
RESPONSIBILITY: Director National Team Operations

#### 2.0 RESPONSIBILITIES AND DUTIES

##### 2.1 GENERAL

The Equipment Coordinator provides equipment inventory coordination and facility management support to the Rowing Canada Aviron High Performance rowing program at its training locations on lower Vancouver Island. The position requires the incumbent to have superior organization, knowledge of rowing and coaching equipment, and be fully conversant in National Team and Training Centre operations.

The Equipment Coordinator reports to the National Team Coordinator. Ultimately, this position is responsible to the Director of National Team Operations. The position is part time, and hours of work are defined by the requirements of the position. The position may require travel.

##### 2.2 SPECIFIC

- A. Equipment and Supply Management

- Provide coordination support for all NTC equipment including ordering, repair, transportation, and storage.
- Manage the National Training Centre equipment data and inventory in consultation with the NTC coaching staff and National Team Coordinator.
- Assist in the purchase (and sale) of equipment and supplies for Training Centre and National Team operations.
- Assist in the distribution of outfitting orders, in particular for National teams, coaches and staff based at the NTC or as otherwise directed.

## **B. NTC Facility and Operations Support**

- Assist with facility management/liaison for the Training Centre Facilities, as required.
- Liaise and coordinate with contractors and facility owners for any authorized work and/or repairs required at the NTC (Indoor Training Facilities and Boathouse)
- Support and facilitate National Team coaches and athletes in maintaining cleanliness within boathouse and indoor training facilities.

### **3.0 DEGREES OF SUPERVISION**

The Equipment Coordinator shall report on a daily basis to the National Team Coordinator and take direction from National Team coaches.

### **4.0 POWER OF DECISION**

The Equipment Coordinator shall participate in meetings specific to the job requirements and will be responsible to make recommendations where necessary. The individual will have sufficient authority to act in the daily management of program areas in accordance with the policies, programs and budget. Beyond these limits, the individual is required to have decisions approved by the National Team Coordinator or Director of National Team Operations.

### **5.0 KEY PERFORMANCE INDICATORS**

- Inventory Management of NTC equipment and supplies through use of Asset Panda and other means.
- Boat bay and other training facilities are well organized and clean.
- All equipment is in good working order with minimal repair downtime.

### **6.0 POSITION REQUIREMENTS**

- Rowing background is required.
- Excellent organizational skills.
- Good understanding of Microsoft Office software and ability to utilize the existing inventory programs.
- The job has a physical labour component.
- Ability to build and maintain strong relationships with a wide range of coaches, program partners, suppliers, etc.
- Valid driver's license and pleasure craft operator's license required.
- Must be able to work in a self-directed manner. Must be flexible about hours/weekend work.