



JOB DESCRIPTION

NextGen Program Assistant

1.0 DESCRIPTION

- 1.1 **ORGANIZATION:** Canadian Amateur Rowing Association
(Rowing Canada Aviron)
- 1.2 **TITLE:** NextGen Program Assistant
- 1.3 **JOB CATEGORY &
NATURE OF POSITION:** Part Time - (potential to increase to full time)
- 1.4 **IMMEDIATE
SUPERVISOR:** NextGen Program Lead
- 1.5 **ULTIMATE
RESPONSIBILITY:** High Performance Director

2.0 RESPONSIBILITIES AND DUTIES

2.1 GENERAL

The NextGen Program Assistant is a term position created to complete specific tasks while RCA's current National Team Coordinator - NextGen is on maternity leave. The NextGen Program Assistant will provide coordination, logistics support and relationship management to the Rowing Canada Aviron National NextGen program which could include staff, coaches and athletes. The position plays a vital role in the coordination and administration of Rowing Canada Aviron's NextGen program. This person will work closely with the High Performance Operations team to establish and execute daily operations and implementation of targeted National Team NextGen programming.

The NextGen Program Assistant will also work closely with the National Team Coordinator - Sr Team in the development of event specific plans for National Team events and camps.

The NextGen Program Assistant will report to the NextGen Program Lead. The position requires approximately 20 hours per week, however, work hours are defined by the requirements of the position. The position may require travel as required to support the program.

2.2 SPECIFIC

A. National Team Operations

- Provide coordination and logistic support for all National Team activities associated with the NextGen strategy including camps and events such as Junior Worlds, U23 Worlds, CanAmMex, selection events, National events and training camps.
- Oversee ordering and distribution of clothing / team gear for National Team activities and events.
- Oversee Family and Friends programming for NextGen Teams
- Work within the scope of NextGen budgets to ensure that all activities are kept within budget requirements

B. NextGen Programming

- Assist in the management and input of athlete performance data.
- Maintain a national NextGen/High Performance Calendar.
- On site support at NextGen selection events.
- Maintain and update equipment inventory within RCA's asset management system
- Event specific planning and logistics such as travel, accommodation, meals, transport and equipment and any other resource required according to the budget and suggest budgetary requirements.

C. Athlete/Coach Liaison and Support Services

- Oversee intake process for NextGen athletes.
- Research and share information about community services (housing; sponsorship opportunities; potential employment resources) with athletes.
- Manage and organize all camp/event logistics as required including international events.
- Ongoing communication with NextGen athletes, coaches and coordinators.
- Responsible for collecting and/or submitting event related documents, as appropriate, before deadline dates including event entries, payments, etc
- Ensuring all high performance - NextGen staff, athletes and team members complete appropriate agreements and documentation.
- Liaise with administrators of various athlete support programs such as Athletes CAN, Canadian Olympic Committee, Canadian Athlete Insurance Plan, FISA, organizing committees etc. to ensure accurate information is communicated to athletes and the respective programs.
- Coordinate athlete support initiatives as assigned.

D. Coordination, Administrative and Communication Duties

- Provide general coordination assistance to NextGen RCA staff.
- Support in the delivery of athlete support programs applicable to athletes in the High Performance pathway.
- Liaise and work closely with the High Performance Operations team
- Other duties as assigned

3.0 DEGREES OF SUPERVISION

The NextGen Program Assistant shall report to the NextGen Program Lead.

4.0 POWER OF DECISION

The NextGen Program Assistant 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 NextGen Program Lead.

5.0 KEY PERFORMANCE INDICATORS

- Management effectiveness of NextGen teams and programs
- Administrative effectiveness through the completion of required documentation, agreements, and forms.
- Logistic effectiveness of NextGen camps and international events including financial management/budget

6.0 POSITION REQUIREMENTS

- Sport management and knowledge/experience of competitive sport
- Proven communication and interpersonal skills
- Excellent organizational skills, time management and ability to complete work within established deadlines
- Proven project management and problem solving skills
- Excellence in relationship management and service-orientation
- Experience managing programs and project budgets
- Strong understanding of Microsoft Office software and proficiency in using the Internet for research and database management
- Fast learner and the ability to multi task and prioritize projects
- Experience booking travel for groups and coordinating logistics for teams/ groups
- The job has a physical labour component
- Excellent team player and independent work skills
- Valid driver's license required. Powerboat license would be an asset.
- Must be able to work in a self-directed manner. Must be flexible about hours/weekend work and travel may be required.