



## 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:** Full Time
- 1.4 **IMMEDIATE  
SUPERVISOR:** Director National Team Operations
- 1.5 **ULTIMATE  
RESPONSIBILITY:** High Performance Director

#### 2.0 RESPONSIBILITIES AND DUTIES

##### 2.1 GENERAL

The Equipment Coordinator provides equipment maintenance and repair coordination, 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, be able to drive boats and tow trailers, and be fully conversant in National Team and Training Centre operations. The Equipment Coordinator will be required to operate within the parameters of the associated budgets according to any agreements and terms held through supplier contracts or agreements.

The Equipment Coordinator reports to Director National Team Operations. Ultimately, this position is responsible to the High Performance Director. The position is full time and hours of work are defined by the requirements of the position. The position may require travel and occasional other duties not specified below.

## 2.2 SPECIFIC

### A. Equipment and Supply Management

- Provide oversight and management of all National Training Centre (NTC) equipment in each of their training locations including ordering, repair, transportation, and storage.
  - Equipment includes rowing boats, oars, coaching launches and motors, coaching supplies, safety equipment, vehicles, trailers, training equipment, rowing course, docks, boat racks, tents.
- Coordination and support of other equipment to support the NT program such as medical and performance technology tools.
- Manage the NTC equipment data and inventory in consultation with the NTC coaching staff and other High Performance Program staff.
- Assist in the purchase (and sale) of equipment and supplies for the NTCs and National Team program operations.
- Manage the National Training Centre equipment data and inventory in consultation with the NTC coaching staff.

### B. NTC Facility

- Provide primary NTC infrastructure oversight and management such as storage, cleanliness and overall organization.
- Manage ongoing maintenance of RCA assets and facility services at NTCs.
- Provide assistance and support in the development of facility structures and infrastructure both temporary and long term at the NTC-Quamichan
- Liaise and coordinate with contractors and facility owners for any authorized work and/or repairs required at the NTCs (Indoor Training Facilities and Boathouse)

### C. Operations Support

- Ensure that safety resources well stocked, good working order and appropriately accessible (i.e coach safety kits, boat lights, radios etc...).
- Support and facilitate National Team coaches and athletes in maintaining cleanliness within boathouse and indoor training facilities.
- As requested, represent RCA in dealings with partners, committees, and external agencies as it relates to effective operations of the NTCs.
- Provide support for other RCA programs and National Team service providers, as required.
- Develop a process for reporting and tracking equipment maintenance, service, and repair.
- Educate NTC athletes and coaches on equipment maintenance protocols.
- With the National Team Coordinator plan for the provision of equipment and services for the NTC and National Team camps and competitions.

## 3.0 DEGREES OF SUPERVISION

The Equipment Coordinator shall report on a regular basis to the Director of National Team Operations 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 Director of National Team Operations.

#### **5.0 KEY PERFORMANCE INDICATORS**

- Inventory is current and accurate within Asset Panda database.
- Boat bay and other training facilities are well organized.
- Equipment is acquired and disposed of in a cost effective and timely manner.
- 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 including being able to identify and respond to program priorities.
- Must be flexible about hours/weekend work.