

CANAL DOCK BOATHOUSE, INC. (CANAL DOCK)
a Connecticut 501(c)(3) Non-Profit Corporation

Opening New Haven's Waterfront for Adventure, Discovery and Growth

EMPLOYMENT POSITION: Facility and Program Manager - New Haven, CT

PURPOSE AND VISION OF CANAL DOCK

The primary function of the Canal Dock facilities and programs is to create far-reaching public access to community boating and waterfront activities, and to help build the long-term financial stability of the organization.

THE STORY OF CANAL DOCK

Canal Dock is a unique non-profit organization, dedicated to waterfront recreation for all, and soon to open a \$40 million state of the art facility: the Canal Dock Boathouse. For several years, a volunteer work force has raised funds, developed community boating programs, and appraised the internal structure needed for daily operations (including event scheduling, lab space for the University of New Haven's Marine Biology Program, and boat rentals by an independent outfit).

Canal Dock's current rowing programs (temporarily run out of the Quinnipiac River Marina) are aimed for junior, club, and master level rowers. All programs share goals of learning basic skills, developing fitness, and enjoying outdoor recreation. Canal Dock is in the process of growing membership, gaining knowledge and experience with New Haven's waterways, and experimenting with other non-motorized recreational activities like dragon boating.

Now Canal Dock seeks to hire a Facility and Program Manager with an entrepreneurial spirit, motivated to carry forward our mission and embrace leadership roles in building a fully programmed community boating center.

FACILITY AND PROGRAM MANAGER: GENERAL JOB DESCRIPTION

The Facility and Program Manager will work side-by-side with the Events Coordinator to ensure smooth operation and interaction of all programs and activities (member boating, public school boating, indoor fitness, special events, summer camps, etc.). The Manager will develop new programs, work with public school and non-profit partners like Metropolitan Business Academy and Solar Youth, and lead the effort to recruit new members. In general, the Manager will work on all facets of the community-boating undertaking, including, but not limited to: safety, coaching, fundraising, events, daily facility operations, and community outreach.

TRAITS OF A SUCCESSFUL FACILITY AND PROGRAM MANAGER

Canal Dock seeks candidates who show the qualities that will build loyalty among its existing members and tenants, draw new users, and inspire revenue growth. A successful candidate should be:

- **Flexible**—prepared to study and learn the flow and function of this brand new and customized facility, and continually adjust to new developments and ideas.
- **Friendly**—welcoming and accessible to all employees, members, tenants, and other users.
- **Detailed oriented**—able to oversee smoothly operating programs and well-organized schedules.
- **Collaborative**—a quintessential team player, who will create an environment for employees to work in sync with each other and with the mission of Canal Dock.

RESPONSIBILITIES OF THE FACILITY AND PROGRAMS MANAGER

- Implement community boating programs, including school programs and summer rowing camps
- Coach and advise all levels of boaters
- Build awareness of boating safety
- Coordinate boating programs with independent rental facility
- Run indoor fitness classes
- Execute all safety protocols and ensure the safekeeping of boaters and equipment
- Manage the opening and closing of the boathouse (working with the Events Coordinator for special events)
- Promote, disseminate, and take pride in the mission of Canal Dock

QUALIFICATIONS

- Excellent verbal and written communication
- Ability to work with boaters and rowers of all ages, experience and athleticism
- Red Cross CPR/AED/First Aid Certification
- US Rowing Association Level 1 Coaching Certification (can obtain upon hire)
- CT boat and water safety certification (can obtain upon hire)
- Extensive boating experience; rowing experience preferred
- 2-3 years coaching experience preferred
- Email, word-processing and database skills

Start date: April 1, 2018
Full-time position: Potential for additional responsibilities and compensation
Hours: Weekends, holidays and odd hours are typical
Compensation: Salary commensurate with experience