

# Saskatoon Canoe Club



## **Club Manager**

Saskatoon Canoe Club, Saskatoon, SK

Part-Time, Year-round (average of 50 hours/month, peak season May through September)  
\$24-\$30/hr

## **About the Saskatoon Canoe Club**

The Saskatoon Canoe Club (SCC) is a non-profit, volunteer-driven organization dedicated to promoting paddling sports and providing affordable, safe, and inclusive access to canoeing and kayaking opportunities in the Saskatoon area. With a rich history and strong community presence, the SCC serves over 1000 members each season and operates out of the Victoria Park Boathouse on the scenic South Saskatchewan River.

## **Position Overview**

The Club Manager is responsible for overseeing the administrative operations of the Saskatoon Canoe Club. This role ensures smooth functioning of the club's membership system, communications, program coordination, and overall organizational efficiency. Reporting to the SCC executive, the Club Manager works closely with the executive, seasonal staff, and volunteers to support the club's mission and strategic goals.

## **Key Responsibilities**

### **Administrative & Operational Support**

- Provide administrative/executive direction for the SCC.
- Manage day-to-day administrative tasks, including responding to member inquiries, maintaining records, and managing documentation.
- Oversee membership registration and renewal processes using the club's online system, coordinate boathouse tours.
- Ensure accurate tracking of membership data, payments, and waivers.
- Hire and oversee seasonal boathouse staff.
- Apply for grants and funding and maintain necessary compliance.

- Maintain relationships with partner organizations such as Canoe Kayak Saskatchewan and the City of Saskatoon.
- Coordinate facility and equipment scheduling and usage tracking.
- Work with the Treasurer to process invoices, manage petty cash, and maintain financial records.
- Perform, or oversee contract with consultant who performs, regular bookkeeping and financial reporting.
- Attend and provide administrative support for SCC executive and general meetings, including scheduling meetings, preparing reports for agendas, and taking meeting minutes.

### **Communication & Member Engagement**

- Act as a primary point of contact for current and prospective members.
- Maintain effective communication with executive, staff, and neighbour clubs
- Develop and distribute club communications (newsletters, updates, announcements).
- Maintain and update the SCC website and social media channels.

### **Program & Event Coordination**

- Assist in organizing club programs, events, workshops, and races.
- Liaise with program leaders and volunteers to support effective delivery.
- Coordinate logistics and administrative support for club events and meetings.

### **Policy & Compliance**

- Ensure compliance with club policies, operational and safety procedures, waivers, and provincial regulations.
- Develop, maintain and update organizational documents and procedures.

## **Qualifications**

### **Required:**

- Experience providing administrative management or in a related role.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency with office software (e.g., Microsoft Office or Google Workspace) and basic website/social media management.
- Ability to work independently and collaboratively with volunteers and executive members.

### **Preferred:**

- Familiarity with non-profit or member-based organizations.
- Bookkeeping skills and experience.

- Experience with registration or membership software (e.g., RAMP, Zone 4, or similar platforms).
- Knowledge of paddling or outdoor recreation culture is an asset.

### **Working Conditions**

- Flexible hours with seasonal variation (significantly increased activity in peak season).
- Combination of remote work and on-site presence at the boathouse or events.
- May include evening or weekend work during peak season.

### **Employment Term, Salary**

- 12-month employment agreement, subject to renewal by SCC executive
- Competitive part-time salary commensurate with experience and qualifications, up to \$18,000 annually.

### **How to Apply**

Please submit your resume and a cover letter outlining your qualifications and interest in the position to [president@saskatooncanoecub.org](mailto:president@saskatooncanoecub.org) no later than Dec. 30th, 2025.