



**Position:** Program & Communications Admin./Office Admin. Shadow  
**Job Type:** Full Time (Seasonal)  
**Accountable to:** Executive Director  
**Posting Date:** January 1, 2025  
**Closing Date:** January 31, 2025

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**Job Description:**

Reporting to the Executive Director, the Program & Communications Administrator is responsible for proactively recruiting for and managing the registration of members in Club Activities & Programs and to shadow the Office Administrator.

**Duties & Responsibilities**

- Become knowledgeable of program content, schedule and event offerings of the Club, Club demographics and the registration system.
- Proactively contact members to encourage participation in events & programs and fill classes.
- Receive and process program and event registrations via telephone, email or through the online registration system.
- Work with office administrator to ensure accurate billing for events & programs.
- Prepare and distribute lists of registered participants for programs and events to program heads and volunteers as appropriate.
- Supervise children removed from programs and assist in the movement of children from one activity to another.
- Provide end of season summary with any suggestions or observations for improving the program delivery at RLWYC.
- Shadow the Office Administrator to learn the position for 2025.

**Job Specifications / Qualifications Required**

- Friendly and outgoing personality.
- Detail oriented.
- Excellent time management and communication skills
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers.
- Excellent interpersonal skills with a high level of professionalism
- Strong Customer service outlook with high expectations for quality
- Ability to problem solve.
- Ability to perform in stressful situations with composure.
- Beginning and end date of employment will vary from year to year depending on the season schedule.
- Valid boating licence recommended as staff is responsible for their own transportation to and from the club.
- Must have a Social Insurance Number