



Current Employee: N/A

Job Title: Boathouse Operations Assistant

Job Type: Part Time, Hourly

Supervisor: Director of Boathouse Operations

Direct Reports: None

Position Summary: The Boathouse Operations Assistant is a new role and will be responsible for assisting the Director of Boathouse Operations. This role will focus on providing operational support at our 3 rowing sites (Manhattan, Queens, and Brooklyn), regatta sites, and various indoor/land based rowing sites where Row New York will run programming.

Key Responsibilities:

- Assist at boathouse day each week.
- Be an available driver for program support. This includes, but is not limited to:
 - Transporting ergs and other equipment to various rowing sites.
 - Driving to get safety launch gas for our rowing sites.
 - Drive our shell trailer when needed.
 - Run errands to support Boathouse operations initiatives.
- Ensure all ergs are safe and operational and make repairs if necessary.
- Assist in the management of capital inventory at all boathouse locations.
- Assist in the cleaning and upkeep of the interior and exterior of all boathouse locations.

Requirements:

- Bachelor's degree preferred.
- Clean driving record and current driver's license.
- Trailer driving experience preferred.
- Knowledge and ability to make basic repairs and perform maintenance on equipment.
- Proactive problem solver who demonstrates initiative and ability to work individually and on a team.
- Strong ability to communicate in written and oral communication.
- Strong references.
- Commitment to the mission of Row New York and a passion for being part of a team with well maintained facilities and functional equipment for the use by all Row New York stakeholders.

Hours can be flexible and we offer a competitive hourly rate commensurate with ability and experience. Interested candidates should send a resume and cover letter to Matt Logue (mlogue@rownewyork.org).