

## **Row. Sail. Dream. Program Assistant**

### *Background:*

The Foundry is Cleveland's Community Rowing and Sailing Center. We are a 501©3 nonprofit organization serving Cleveland, Ohio, and the surrounding communities. Our mission is to transform the lives of Cleveland's youth through access to the sports of rowing and sailing. Our bold vision is to serve 1,000,000 youth in rowing and sailing. The Foundry's vision springs from the belief that people of all backgrounds should have equal access to rowing, sailing & fitness. We are committed to fostering a diverse and inclusive environment for all our community members and that financial limitations never prevent youth from program participation.

### *Description:*

This position supports the Foundry's Row. Sail. Dream. program. The RSD program provides introductory rowing and sailing programming to low-income youth at no cost, removing financial and experiential barriers for youth to engage in these sports. The Program Assistant will aid in the administration of the RSD program, including assisting with coordination and facilitation of outreach events, field trips, after school programming, and summer camps offered through the RSD. Administrative responsibilities will also include assisting with data collection and retention, including enrollment data, demographics, and survey data collection from program participants, as well as the production and distribution of marketing and promotional materials for the program. This position will support other Foundry staff in recruiting efforts to increase the number of participants in the Foundry's rowing and sailing programs and will overall strive to provide the highest quality experience to all members of the Foundry community, with a special focus on members who are not traditionally involved with the sports of rowing and sailing. This position reports to the Program Manager and Engagement Manager.

### *Key Responsibilities:*

- Aid in developing outreach program schedules and activity plans.
- Demonstrate, instruct, lead, and facilitate planned and spontaneous program activities.
- Role model developmentally appropriate practice and activity area management techniques.
- Promote and model safety and fitness practices.
- Help arrange for and/or serve appropriate snacks or meals where applicable.
- Help prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules.
- Inventory outreach materials and equipment on a recurring basis and recommend replenishing damaged, missing, and depleted supplies. Secure supplies, equipment, and facilities.

- Provide care and supervision, oversight, and accountability for program participants in compliance with Foundry standards.
- Interact professionally with employees, parents, school administrators and organizations.
- Provide key individuals with verbal or written feedback about program participants and program activities.
- Participate in off sight outreach as needed.
- Collect and aid in maintaining and reporting of program participation data.
- Other duties as assigned.

*Qualifications:*

- Passion for and commitment to accessibility and inclusion in sport and youth development.
- Experience in teaching, coaching, or working with underserved youth in a school, sport, or camp environment.
- Experience with administrative duties related to program development and administration.
- Ability to remain calm in stressful situations, be patient, and understanding.
- Proficiency with Office Suite, as well as basic design platforms such as Adobe, Canva or Illustrator.
- Must pass background check and drug test, and willing to be CPR certified.
- Must be comfortable to drive a Foundry 12 passenger van.
- Must possess a valid driver's license and be willing to use a personal vehicle to travel to recruiting and other events (costs for fuel and mileage are reimbursable).
- Professional and warm demeanor with an aptitude for developing relationships with diverse personalities and stakeholders. Must be able to connect with a wide variety of students, families, and school administrators.
- A strong communicator both verbally and in writing; ability and willingness to communicate with candor and diplomacy.
- Self-motivated, proactive problem solver who demonstrates initiative and ability to work individually and on a team.
- Strong organizational skills, with experience prioritizing multiple projects and meeting deadlines.
- Must be willing to spend a portion of the work week in the field building relationships with students, families, and other key community stakeholders.