

TRRA Campus Manager

Where: Three Rivers Rowing Association, Pittsburgh, PA
Hourly: \$16 - \$20 per hour depending on experience
Status: Part Time-hourly; Non-Exempt; 15-20 hours per week
Start Date: January 1, 2024



Background:

Three Rivers Rowing Association (TRRA) was founded in 1984 with the mission to develop and deliver safe, sustainable, and inclusive programs and events that promote the benefits of rowing and paddling to a diverse and growing community in Pittsburgh and beyond. TRRA is a five time recipient of the USRowing Club of the Year award, has achieved national and international success and recognition, and continues to be an industry leader, both on and off the water. TRRA is committed to increasing the diversity of, access to, and engagement in our rowing and paddling programs in Southwestern Pennsylvania for everyone, regardless of background or ability.

Position Summary:

Reporting to the Executive Director, the Campus Manager will oversee the operations and upkeep of both TRRA Campuses, located on Washington's Landing and in Millvale, respectively. The Campus Manager contributes to the overall efficiency of TRRA by ensuring a safe and organized environment for our entire community.

Core Responsibilities:

- With TRRA Executive Director, develop and execute a proactive maintenance program for both campus locations.
- Manage daily cleaning responsibilities in coordination with programs, captains and volunteers to ensure all work is completed to a high standard of quality.
- Ensure the upkeep of all launch engines, as well as safety, steering and operational needs of all launches.
- Ensure all AED stations are operational and all First Aid stations are stocked accessible at all times.
- Oversee and execute all facility supply orders as needed.
- Be the main point of contact for all security, fire, elevator and utility companies, and any other contractors, necessary to ensure safe, operational and accessible facilities.
- Ensure the upkeep and maintenance of all docks and ramps; all exterior yards and grounds; and all trucks, trailers and vehicles owned by TRRA
- Manage the lead seasonal cleanup days throughout the year.
- Act as an ambassador for Three Rivers Rowing Association in a variety of environments.

Knowledge, Skills & Abilities:

- A proactive approach to problem solving and strong decision making;

- Excellent written and oral communication skills and the ability to effectively and professionally communicate with all ages and stakeholders;
- Trailer driving, USRowing coaching certification, and First Aid/CPR certifications are a plus;
- Ability to lift 30+ pounds as needed.
- Ability to travel and work in a variety of locations and conditions that may include, but not be limited to; buses, hotels, parks, near or on bodies of water, outdoor environments subject to multitude of weather conditions, etc.
- Proficiency with Google Suite and Slack management software;
- Ability to work as part of a team as well as independently;
- A positive attitude and sense of humor a plus!
- TRRA will consider a flexible work arrangement for this role. Must be able to work some weekend events throughout the year as needed.

To Apply:

Please send an introductory email, a current resume, and list of three references to TRRA Executive Director, Matt Logue, at mattlogue@threeriversrowing.org.

Three Rivers Rowing Association is an equal opportunity employer. Three Rivers Rowing Association does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, status as an individual with a disability, national origin, veteran status or any other basis covered by appropriate law. All employment decisions are based on qualifications, merit and organizational need. Three Rivers Rowing Association celebrates diversity and is committed to creating a safe and inclusive environment for all. We are committed to growing diversity, equity, and inclusion in the sports of rowing and paddling and believe that work begins in our own space. We believe diversity makes us stronger and encourage individuals with diverse backgrounds and life experiences to apply to join our team.