

Forth Canoe Club

Club Committee Voluntary Role: *Boathouse Manager*

Role Description:

Hours per week: average 1 to 5 hours (flexible)

Location of voluntary activity: member's home and frequent visits to boathouse

Commitment period: 1 year from AGM

Introduction:

Forth Canoe Club is one of Scotland's largest and widest encompassing clubs. It works in all disciplines and levels of the sport. We have numerous groups within the club requiring a share of the limited resources and with contrasting needs. We organise several events each year and also run courses and trips for our members.

For the Club to operate successfully it is necessary for members of the club to put themselves forward and accept voluntary roles within the committee, as coaches or in other capacities. This provides management and a basis for the club to operate.

Turnover is approximately £30,000 a year. There are approximately 250 members.

Outline of role:

This role takes responsibility for ensuring the successful operation of Forth Canoe Club's facilities including the boathouse and club equipment. As Boathouse Manager you report to and seek direction from the Facilities Manager.

The role is to carry out or manage, maintenance and alteration work to the boathouse. You will need to organise and arrange for the upkeep and repair of club equipment.

You will need knowledge of the boathouse, canoeing equipment and have the practical skills to make repairs or delegate them. The technicians course at Glenmore Lodge may help with training for this <http://www.glenmorelodge.org.uk/cat-40-bcu-cpd-modules/course-266-paddlesport-technicians-course/>

Outline of tasks:

- Liaise with the Facilities Manager with regards to ongoing works requirements
- Report to committee meetings on progress and upkeep issues.
- Assist in the Annual Inventory and advise the Facilities Manager of any modifications required to the record log.
- Liaise with coaches and members with regards to the condition of club equipment and organise necessary repairs

- Liaise with coach coordinator and members with regards to modifications required to storage arrangements for boats and equipment. Seek Facilities Managers approval before committing any work.
- Ensure the boathouse risk assessment is up to date and the boat house is a safe place.
- Ensure storage is adequate for club boats and equipment
- Manage spare boat storage slots for rent to members
- Liaise with the Facilities Manager with regards to cutting of boathouse keys
- Change the locks on a two year cycle
- Liaise with Committee with regards to new equipment needs
- Feed into the budget process for annual boathouse maintenance.