

# Mendota Rowing Club Job Description

## Coach of Advanced Rowing Program

### Position Summary

Mendota Rowing Club (MRC) in Madison WI is looking for a coach to grow our team of adult advanced rowers. The Coach of the MRC Advanced Rowing Program is responsible for coaching and supervising the MRC Advanced Program. This is a sweep program with various ages and skill levels. Understanding how to run a team of adults whose jobs, families and travel obligations present unique challenges to consistent participation is essential. The Advanced Program Coach is expected to create an environment where every Advanced Program member can have a safe and positive rowing experience.

During the on-water season we practice 4x/week, M/W/F from 5:30-7:00 am and Saturdays from 6:00-8:00 am. In the winter we practice as a group 2-3x/week. The position includes a complimentary club membership and opportunities for professional development.

MRC seeks candidates with the following competencies:

#### Leading People:

- Motivating for peak performance
- Promoting empowerment & developing others
- Building team orientation

#### Achieving Results:

- Vision and goal setting
- Planning, organizing, coordinating

#### Personal Effectiveness:

- Fostering Trust
- Flexibility
- Initiative and results orientation
- Integrity and self control

#### Interpersonal:

- Communicating effectively
- Listening, understanding and responding
- Teamwork and cooperation

### Duties and Responsibilities

The Advanced Program coach communicates with and coordinates rowing activities and equipment usage with the other rowing programs, including the Competitive and Novice rowing program, the Learn-to-Row program, Parkinson's Rowing Group, and any future rowing programs. S/he openly interacts with and provides regular feedback to the rowers and

maintains respectful behaviors with the coaches of the other MRC programs, boathouse manager(s), and the Board of Directors.

### **A. Practice**

The goal of each practice is to build and develop a positive, team-centered environment in order to develop technical rowing skills and team trust.

1. Develop and implement training programs for on and off the water that meet advanced master's crew and/or individual objectives including technical skills and fitness.
2. Coordinate practices with Competitive Program coaches
3. Coordinate and supervise, all Program practices. This includes setting the line-ups for all practices based on member sign-ups, and keeping adult members informed about the seasonal workout plan.
4. Encouraged rowers to attend practices regularly.
5. Allow only equipment in safe working order to be used. Report any damage that occurs to equipment.
6. Use discretion and follow club policy to determine safe rowing conditions including but not limited to the policy on lake traffic patterns.
7. Provide opportunities for different levels of rowers by facilitating the technical, physical, and mental/ emotional development of all athletes.
8. Oversee and encourage proper equipment handling techniques. This includes ensuring that all coxswains recruited to the Adult Program receive specific training in boat handling, coxing technique, and safe boating practices.
9. Be aware of participants' medical conditions and any special needs or limitations they may have.
10. Teach members about rowing and exercise safety issues such as: water safety procedures, hypothermia, dehydration, heat stroke, and proper warm up and stretching procedures.
11. Strictly enforce all club, local, state and federal safety rules and all local, state, and federal regulations at all times.
12. Responsible for informing the Board president and other coaching staff about planned absences and vacations and for making arrangements for practices, coaching, and program supervision in your absence.

### **B. Administrative**

1. Verify that every participant is a paid, waiver-signed member of the rowing club, has completed the required water safety test and has watched the US Rowing Safety video.
2. Communicate regularly and effectively with the Competitive Coach.
3. Contribute to recruitment efforts to attract new rowers to MRC. Such efforts shall include maintaining connection to the Novice program participants and coaches throughout the water season and contributing to publicity opportunities or other

initiatives to attract new rowers and Learn-to-Row participants such as National Learn to Row Day.

4. Prepare written monthly report to Board of Directors as requested
5. Attend monthly Board of Director meetings as requested
6. Attend Coaching Committee and Safety Committee meetings
7. Participate in club events such as work parties and boathouse maintenance activities

### **C. Travel and Regattas**

1. Coordinate regatta lineups and entry planning with Competitive Program coaches
2. Assist with home regattas and scrimmages including but not limited to Sconnie Scones Regatta and Spooky, Sweeps and Sculls Regatta

### **Knowledge, Skill, and Abilities Required**

1. Have a minimum of 4 years of rowing experience. An additional 1-3 years of coaching experience is desired.
2. Having US Rowing Association Level 2 Coaching Certification or be able to attain it within 1 year of hire. Maintain and expand your coaching skills through additional continuing education opportunities during your employment by MRC.
3. Be knowledgeable and competent in boat rigging techniques.
4. Be familiar with Wisconsin boating regulations and be able to drive a launch safely. Basic skills in boat or launch repair are desirable.
5. CPR/First-Aid certified
6. Be familiar with boat handling techniques, rowing commands, basic boat and oar care, and MRC equipment handling policies.
7. Experience with social media and electronic databases
8. Become SafeSport certified

### **Reporting Structure and Performance Evaluation**

The Coach of the Advanced Program reports to the MRC President.

The Coach of the Advanced Program will receive an annual performance evaluation, normally conducted at the end of the fall rowing season. During this evaluation, s/he will provide a summary of accomplishments of the past rowing year, and bring issues forward for discussion.

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Applicants must be currently eligible to work in the US. We are an equal opportunity employer.

To apply email a cover letter, resume, and statement of coaching philosophy to Club Vice President, Al Gunther, [agunther@mendotarowingclub.com](mailto:agunther@mendotarowingclub.com)