

Mendota Rowing Club Job Description

Assistant Coach of the Competitive Rowing Program

Position Summary

Mendota Rowing Club (MRC) in Madison WI is looking for an assistant coach to grow our team of 25-30 adult rowers. The Assistant Coach of the MRC Competitive Rowing Program is responsible for assisting the coaching and supervising the MRC Competitive Program. This is a competitive 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 Assistant Competitive Program Coach is expected to assist in creating an environment where every Competitive Program member can have a safe and positive rowing experience.

During the on-water season we practice 4x/week. In the winter we practice as a group 3-4x/week. This position includes a complimentary club membership, supplementary regatta day pay, 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 Assistant Competitive Program coach communicates with and coordinates rowing activities and equipment usage with the Head Competitive Program coach. 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

1. Implement training programs for on and off the water that meet competitive master's crew and/or individual objectives.
2. Assist the head coach with coordination and supervision, 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.
3. Allow only equipment in safe working order to be used. Report any damage that occurs to equipment.
4. Use discretion and follow club policy to determine safe rowing conditions including but not limited to the policy on lake traffic patterns.
5. Provide opportunities for different levels of rowers by facilitating the technical, physical, and mental/ emotional development of all athletes.
6. 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.
7. Be aware of participants' medical conditions and any special needs or limitations they may have.
8. Teach members about rowing and exercise safety issues such as: water safety procedures, hypothermia, dehydration, heat stroke, and proper warm up and stretching procedures.
9. Strictly enforce all club, local, state and federal safety rules and all local, state, and federal regulations at all times.
10. 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. Communicate regularly and effectively with the Head Coach.
2. Contribute to recruitment efforts to attract new rowers to MRC. Such efforts shall include maintaining connection to the Adult 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.
3. Attend Coaching Committee and Safety Committee meetings
4. Participate in club events such as work parties and boathouse maintenance activities

C. Travel and Regattas

1. Travel to, and be present at, all regattas (3-4 for sprint season, 3-4 for head season) and other team trips or arrange for an appropriate substitute to be present. At such regattas, be responsible for maintaining and having available up-to-date list of emergency contacts and health issues for all participating adult members.
2. Coordinate regatta lineups and entry planning, including regatta entry forms and waivers.
3. Assist in safe loading, travel, and return of the equipment.
4. Coordinate regatta equipment use with other program coaches
5. Assist in preparation and distribution of regatta itineraries, including contact phone numbers, travel roster, departure, arrival and return times at least 48 hours prior to departure.
6. Ensure proper tools, spare parts, slings, and tees are taken to and returned from the regatta. Also, ensure that the Traveling First Aid kit is included in the regatta equipment.
7. 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 able to drive MRC vehicles and club trailer.
5. Be familiar with Wisconsin boating regulations and be able to drive a launch safely. Basic skills in boat or launch repair are desirable.
6. CPR/First-Aid certified
7. Be familiar with boat handling techniques, rowing commands, basic boat and oar care, and MRC equipment handling policies.
8. Experience with social media and electronic databases
9. Become SafeSport certified

Reporting Structure and Performance Evaluation

The Assistant Coach of the Competitive Program reports to the Head Coach of the Competitive Program.

The Assistant Coach of the Competitive 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.

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.