# **Mendota Rowing Club Job Description**

# **Head Coach of the Competitive Rowing Program**

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# **Position Summary**

Mendota Rowing Club (MRC) in Madison WI is looking for a head coach to grow our team of 25-30 adult rowers. The Head Coach of the MRC Competitive Rowing Program is responsible for 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 Head Competitive Program Coach is expected to create an environment where every program member can have a safe and positive rowing experience. The head coach is also responsible in creating an environment that is inviting and fun. This person should also be able to bring the assistant coaches, advance coaches and novice coaches all to the same level of technique to be taught. We would like this person to be the cohesiveness between all program levels.

This is a part-time salaried position that requires coaching 3-4 mornings a week generally between 5:30 and 7:00am and Saturdays from 6:00-8:00 am. In the winter we practice as a group 2x/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
* Supervising people

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

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# **Duties and Responsibilities**

The Head Competitive Program coach communicates with and coordinates rowing activities and equipment usage with the other rowing programs, including the 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. S/he supervised the Assistant Coach for the Competitive program.

# **A.** **Practice**

1. Develop and implement training programs for on and off the water that meet competitive master’s crew and/or individual objectives.
2. Coordinate and supervise, all Program practices. This includes setting the line-ups for all practices based on member sign-ups, and keeping 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 Competitive 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. 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 Assistant 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
5. Attend monthly Board of Director meetings
6. Attend Coaching Committee and Safety Committee meetings
7. Participate in club events such as work parties and boathouse maintenance activities
8. Organize and run monthly coaches meeting March through October.
9. Supervise assistant coach

# **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 in which MRC participates 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 members.
2. Coordinate regatta lineups and entry planning, including regatta entry forms and waivers.
3. Responsible for safe loading, travel, and return of the equipment.
4. Coordinate regatta equipment use with other program coaches
5. Prepare and distribute regatta itineraries, including contact phone numbers, travel roster, departure, arrival and return times at least 48 hours prior to departure (can be delegated).
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. Coordinate and 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 Coach of the Competitive Program reports to the MRC President.

The 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.

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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, statement of coaching philosophy, and three references to Club Vice President, Al Gunther, agunther@mendotarowingclub.com