



MENDOTA ROWING CLUB  
lake mendota · madison, wisconsin

## **Mendota Rowing Club Job Description Coach of Adult Novice Rowing Program**

### **Position Summary**

Mendota Rowing Club (MRC) in Madison WI is looking for a head coach for our Adult Novice Rowing Program and Adult Learn to Row classes. This is a sweep and sculling program for ages 19+. The Novice Program Coach will work with new rowers in refining their rowing technique and create an environment where every Novice member can have a safe and positive rowing experience.

There will be 4 adult learn to row class sessions during the summer months. Novice practices are held 2 - 3 times per week, May through September. The position includes a complimentary club membership and opportunities for professional development.

### **Knowledge, Skills, and Abilities Desired**

1. Have a minimum of 2 years of rowing experience. An additional 1-3 years of coaching experience is preferred, additional training will be provided.
2. Have good interpersonal and personal skills including integrity, patience, flexibility and self-control as well as foster a team environment of respect, non-judgement, inclusivity, safety, and empowerment.
3. Have or obtain US Rowing Association Level 1 Coaching Certification or be able to attain it within 3 months of hire. Maintain and expand your coaching skills through additional continuing education opportunities during your employment by MRC.
4. Be knowledgeable and competent in basic boat rigging techniques.
5. Be familiar with Wisconsin boating regulations, complete Wisconsin Boater Safety class (cost will be covered by Mendota RC) and be able to drive a launch safely. Basic skills in boat or launch repair are desirable. Mendota launch driver training and certification will be provided.
6. Currently CPR/First-Aid certified or obtain within 3 months of hire. Cost of certification will be covered by Mendota RC.
7. Be familiar with boat handling techniques, rowing commands, basic boat and oar care. Mendota RC equipment handling policies will be provided.
8. Have experience with social media and electronic databases
9. Become USRowing SafeSport certified
10. Successfully complete a background check.

## **Duties and Responsibilities**

### **A. Practice**

1. Develop and implement training programs for on and off the water that meet novice and/or individual objectives.
2. Coordinate and supervise all Novice 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 wind direction and speed, water conditions, and lake traffic patterns on Lake Mendota.
5. Become familiar with Mendota's sculler and membership manuals.
6. Provide opportunities for different levels of rowers by facilitating the technical, physical, and mental/ emotional development of all athletes.
7. Oversee and encourage proper equipment handling techniques. This includes ensuring that all coxswains receive specific training in boat handling, coxing technique, and safe boating practices.
8. Be aware of participants' disclosed medical conditions and any special needs or limitations they may have.
9. Teach members about rowing and exercise safety issues such as: water safety procedures, hypothermia, dehydration, heat stroke, and proper warm up and stretching procedures.
10. Strictly enforce all club, local, state and federal safety rules and all local, state, and federal regulations at all times.
11. Coaches are expected to arrive a minimum of 15 minutes prior to the start of practice to prepare for the session.
12. Responsible for informing the club Head Coach 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. Keep a record of who attends each practice.
3. Communicate regularly and effectively with other Mendota RC Coaches.
4. Contribute to recruitment efforts to attract new rowers to Mendota RC.
5. Attend monthly Board of Director meetings as requested.
6. Attend monthly Coach meetings.
7. Participate in club events such as work parties and boathouse maintenance activities

## Reporting Structure and Performance Evaluation

The Coach of the Novice Program reports to the Mendota RC Head Coach.

The Coach of the Novice 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 to:

Julie Lanear, Club President

[jlanear@mendotarowingclub.com](mailto:jlanear@mendotarowingclub.com)

Heather Swan, Club Head Coach

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