



MENDOTA ROWING CLUB
lake mendota · madison, wisconsin

Mendota Rowing Club Job Description Assistant Coach

Position Summary

Mendota Rowing Club (MRC) in Madison, WI is looking for assistant coaches to grow our leadership team. The mission of Mendota Rowing Club (MRC) is to make the sport of rowing accessible to all of Madison and its surrounding communities. Our Club is invested in partnering with local organizations, communities, schools and families. MRC invites youth and adults to join in the sport of rowing which offers an inclusive environment -- that actively cultivates good humans with sweat, strength and smiles!

The Assistant Coach has the opportunity to help coach any of the club programs, masters, junior varsity and/or middle school. This is a part-time position. Our program is both scull and sweep with rowers of varying skill levels. The Assistant Coach is expected to help foster an environment where every program member can have a safe and positive rowing experience.

During the on-water season (late spring-fall) we practice mornings, afternoons and evenings depending upon the group. The position includes a complimentary club membership and opportunities for professional development.

MRC seeks candidates with the following competencies:

Duties and Responsibilities

The Assistant Coach communicates with and coordinates rowing activities and equipment usage with the other rowing programs, including the masters, Junior Varsity, middle school, and Learn to Row programs, and any future rowing programs. S/he/they openly interact with and provide regular feedback to the rowers and maintain 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 an equitable and inclusive, team-centered environment in order to develop technical rowing skills and team trust.

1. Work collaboratively with and report to the Mendota RC Head Coach and Program Lead Coaches to develop and implement a training plan that addresses the physical,

mental, and technical development of rowers for the advancement of our athletes and the team.

2. Coordinate and supervise practices with other program coaches
 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. 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.
 12. Coaches are expected to arrive a minimum of 15 minutes prior to the start of practice to prepare for the session and be available a minimum of 15 minutes after practice for youth teams to be sure all athletes have been picked up by a parent or guardian.

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 Mendota RC.
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.

Administrative Duties

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

An assistant coach reports to the Mendota RC Head Coach.

Assistant coaches 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 to:

Julie Lanear, Club President
jlaneer@mendotarowingclub.com

Heather Swan, Club Head Coach
hswan@mendotarowingclub.com