# **Mendota Rowing Club Job Description**

# **Coach for the Pre-Elite Junior Rowing Program**

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# **Position Summary**

Mendota Rowing Club (MRC) in Madison WI is looking for a coach to provide leadership and direction to the development of the Pre-Elite Juniors Rowing Program (EJRP). The EJRP is designed to help those committed athletes pursue their dream of rowing at the highest level possible for their age category. The Coach of the MRC EJRP is responsible for coaching and supervising 6 to 10 high school rowers. The Coach strives to give every athlete in the program a competitive experience that is safe, challenging and fun.  The EJRP Coach embodies MRC’s mission by exemplifying sportsmanship and respect for all individuals, and also by fostering leadership, team spirit and a strong sense of community.

This part-time salaried position requires coaching 2-hour sessions 5-6 days a week, attending monthly coach’s meetings, repairing equipment as needed, preferably capable of driving the trailer, and performing other duties as assigned by the board. This position includes a complimentary club membership, supplementary regatta and spring training pay and opportunities for professional development. Additional compensation is available if there is interest in coaching our masters’ rowers.

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 EJRP coach communicates with and coordinates rowing activities and equipment usage with the other rowing programs, including the Masters and Novice rowing programs, 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**

1. Develop and implement training programs for the EJRP
2. Identify and develop current and prospective junior athletes
3. Coordinate and supervise, all EJRP practices.
4. Allow only equipment in safe working order to be used. Report any damage that occurs to equipment.
5. Use discretion and follow club policy to determine safe rowing conditions including but not limited to the policy on lake traffic patterns.
6. Oversee and encourage proper equipment handling techniques. This includes ensuring that all coxswains recruited to the EJRP 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. Contribute to recruitment efforts to attract new rowers to MRC.
3. Prepare written monthly report to Board of Directors
4. Attend Coaching Committee and Safety Committee meetings
5. Participate in club events such as work parties and boathouse maintenance activities
6. Develop and respond to queries about, weekly workout schedules for junior rowers
7. Communicate with parents/guardians of rowers regarding expectations, practice schedules, and regatta planning.
8. Ensure rigorous standards for selection and training of the EJRP rowers
9. Ensure all EJRP athletes fully understand the aims and objectives of the Club in their program and its targets, and have completed required documentation prior to regatta attendance

# **C. Travel and Regattas**

1. Plan, coordinate and attend approximately 8 regattas where EJRP rowers are entered.
2. At such regattas, be responsible for maintaining and having available up-to-date list of emergency contacts and health issues for all participating members.
3. Coordinate regatta lineups and entry planning, including regatta entry forms and waivers.
4. Arrange and coordinate transportation of boats (trailer loading, unloading and driving)
5. Coordinate regatta equipment use with other program coaches.
6. Prepare and distribute regatta itineraries, including contact phone numbers, travel roster, departure, arrival and return times at least 48 hours prior to departure
7. 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.
8. Respond to enquiries from parents about Junior athletes' program and regatta attendance and serve as a chaperone for any out of town regattas requiring overnight stays
9. Recruit parents/guardians as additional chaperones for overnight travel with juniors.
10. Plan, coordinate and attend spring training trip.

**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 working toward it. 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
10. Hold a valid driver’s license

# **Reporting Structure and Performance Evaluation**

The EJRP coach reports to the MRC President.

The EJRP coach 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.

**About Madison, Wisconsin**

Madison is one of only a few cities in the US that is continually ranked as one of the best places to live, bike, stay fit, learn, eat, be green, and buy a house. Home to the University of Wisconsin-Madison and one of the best rowing programs in the country, this is the place to be.

<https://www.cityofmadison.com/vision-awards/awards>

<https://www.visitmadison.com/media/rankings/>

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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 Elizabeth Zellmer at ezellmer@mendotarowingclub.com.