

**ST. CATHARINES ROWING CLUB
CLUB CAPTAIN/HEAD COACH
JOB DESCRIPTION**

1. DESCRIPTION

- 1.1 **ORGANIZATION:** St. Catharines Rowing Club (SCRC)
- 1.2 **TITLE:** Club Captain/Head Coach
- 1.3 **JOB CATEGORY:** Full-time staff
- 1.4 **RESPONSIBLE TO:** Vice President, Rowing

2.0 GENERAL RESPONSIBILITIES AND DUTIES

Under the direction of the Vice President, Rowing, with ultimate responsibility to the Board of Directors, the Club Captain/Head Coach, herein referred to as the Captain, will assist in the development of the club programs and oversee, year-round, the day-to-day operations of the club and its programs. The programs include competitive Under 17, Under 19, Under 23 and Senior rowing as well as Masters rowing and the Youth Rowing Camp and Junior Development Program. In addition, the Captain will promote and oversee the club's spring High School rowing program, and offer assistance to the Recreational Rowing League as required. The Captain will be fully conversant with the SCRC operations and the roles and operations of the other entities on Henley Island.

3.0 SPECIFIC RESPONSIBILITIES

3.1 ADMINISTRATION

In concert with the Vice President, Rowing, the Captain will:

- 3.1.1 Monitor and assist with the control of budgets for programs under their responsibility;
- 3.1.2 Direct the preparation, monitoring and evaluation of the components of the SCRC Strategic Plan dealing with the club's on-water programs;
- 3.1.3 Remain abreast of recent trends and developments in rowing;
- 3.1.4 Be current with the athlete development and competition events and coaching development plans, programs and initiatives of Rowing Canada Aviron and Row Ontario;
- 3.1.5 As a member of the SCRC Rowing Committee, prepare for the V.P. Rowing, the Committee and the Board of Directors, reports, plans and documents as required;
- 3.1.6 Assist the Communications Committee with promotion of the club by providing input for social media posts as requested.
- 3.1.7. Attend meetings of the Board of Directors;
- 3.1.8 Perform other duties as required by the V.P. Rowing.

3.2 ON-WATER ROWING PROGRAM OPERATIONS

The Captain will be responsible to:

- 3.2.1 Manage activities and oversee that safety and health requirements are followed by any summer employees the club hires;
- 3.2.2 Promote and enforce the SCRC adopted Safe Sport policies of Rowing Canada Aviron;
- 3.2.3 Enforce the club's on-water Safety Code and related on-water safety requirements;
- 3.2.4 Work with the Rowing Committee and Board of Directors to design, promote and review all SCRC on-water programs;
- 3.2.5 Provide outreach to the area secondary schools and community groups to market SCRC programs and recruit members;
- 3.2.6 Be on-site at all St. Catharines regattas in which SCRC participates, assisting with SCRC hosted regatta preparation, set-up and teardown;
- 3.2.7 Be present and represent the club at away regattas the club has entered, and available to coordinate trailer loading and driving as required.
- 3.2.8 Participate, as required, in dealings with partners, committees, and external agencies as it relates to effective SCRC operations;
- 3.2.9 Attend, participate and bring recommendations to meetings, specific to the job requirements of the Captain.

3.3 COACHING OVERSIGHT

The incumbent will:

- 3.3.1 Recruit, screen (with the appropriate criminal check process) and monitor the qualifications of SCRC program coaches to ensure compliance with RCA's "Every Coach Certified" initiative, and Row Ontario's Coach Certification Policy, including the completion of mandatory CAC NCCP courses;
- 3.3.2 Act as a mentor to new coaches and provide meaningful input and feedback to all coaches on their programs, including athlete selection, effective training programs, appropriate rigging, loading etc.;
- 3.3.3 Work with program coaches to manage and ensure timely regatta entries;
- 3.3.4 Oversee and work with coaches to determine equitable equipment assignments and sharing across all programs.

3.4 EQUIPMENT AND FACILITY

The Captain will be responsible to:

- 3.4.1 Educate all SCRC and High School program athletes and coaches on equipment maintenance protocols;
- 3.4.2 Support and facilitate club and high school coaches and athletes in maintaining cleanliness within the boathouse and compound;

3.4.3 Work closely with the Club Boatman to ensure that safety resources (coach safety kits, PFD's, boat lights, radios, defibrillator etc.) are well-stocked, in good working order and appropriately accessible;

3.4.4 Provide rudimentary shell-house infrastructure oversight and management of equipment storage, cleanliness and overall organization.

4.0 **LEVEL OF AUTHORITY**

4.1 **DEGREES OF SUPERVISION**

The Club Captain will work with the Rowing Committee but will be responsible to and evaluated by the Vice President, Rowing, with input from the Rowing Committee and the Board of Directors.

4.2 **POWER OF DECISION**

The Club Captain will be delegated sufficient authority to act in the daily management of program areas in accordance with the policies, programs and budget of the SCRC. Beyond this parameter, the Captain is required to have decisions approved by the V.P. Rowing, or in his/her absence, the President.

5.0 **POSITION REQUIREMENTS**

5.1 **EDUCATION**

A post-secondary degree or diploma in Sport Management, or applicable concentration, and a Volunteer Management certificate are considered strong assets.

5.2 **EXPERIENCE**

The successful candidate will have a demonstrated knowledge of and passion for the sport of rowing and experience with rowing program design and management. Two-to-three years of direct experience with volunteer management would be an asset.

5.3 **SKILLS/QUALIFICATIONS**

The following are required:

5.3.1 Be skilled in the safe operation of a fully loaded truck and shell trailer and possess a valid Canadian driver's licence (or equivalent) and a Transport Canada Pleasure Craft Operator Card (PCOC);

5.3.2 RCA NCCP "Performance" Certified (or equivalent) or actively working toward this certification.

5.3.3 Strong organizational, management and interpersonal skills are paramount when working with a large group of volunteers;

5.3.4 Strong written and verbal communication skills, employed in a timely manner to ensure gaps do not occur in communication between stakeholders or in productivity.

5.3.5 Demonstrated ability to be a self-motivated, self-directed problem-solver, confident in seeking assistance when required;

- 5.3.6 Demonstrated sound judgement and ability to maintain confidentiality;
- 5.3.7 Budget management experience and proficient with Microsoft Office Word, Excel and Power Point;
- 5.3.8 Able to travel (including internationally, if required) and work evenings or weekends as required.

6.0 **EMPLOYMENT TERMS**

Upon the successful completion of a police records check, the successful applicant will enter a Contract of Employment as a full-time employee of the St. Catharines Rowing Club. Salary will be commensurate with the skills, experience and education of the applicant.

24-01-10