

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

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**1. DESCRIPTION**

1.1 **ORGANIZATION:** St. Catharines Rowing Club (SCRC)

1.2 **TITLE:** Head Coach

1.3 **JOB CATEGORY:** Full-time staff

1.4 **RESPONSIBLE TO:** Vice President, Rowing

**2.0 GENERAL RESPONSIBILITIES AND DUTIES**

Reporting to the Vice President, Rowing, the Head Coach 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 and Masters competitive rowing as well as the Youth Rowing Camp and Junior Development Program (in concert with the junior coach) and masters non-competitive program. In addition, the Head Coach will promote and oversee the club's spring High School rowing program, and offer assistance to the St. Catharines Rowing League as required. The Head Coach will be cognizant of the RCA NCCP Coaching Pathways, and 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 ON-WATER ROWING PROGRAM OPERATIONS**

The Head Coach will be responsible to:

- 3.1.1 Manage activities and oversee that safety and health requirements are followed by any summer employees the club hires;
- 3.1.2 Assist the Club Administrator in promoting the SCRC adopted Safe Sport policies of Rowing Canada Aviron;
- 3.1.3 Promote compliance with the club's on-water Safety Code and related on-water safety requirements;
- 3.1.4 Work with the Rowing Committee to design, promote and review all SCRC on-water programs;

- 3.1.5 Assist Junior Lead Coach in provide outreach to the area secondary schools and community groups to market SCRC programs and recruit members;
- 3.1.6 In concert with the Junior Lead Coach, be on-site at all St. Catharines regattas in which SCRC participates, assisting with SCRC hosted regatta preparation, set-up and teardown;
- 3.1.7 Be present and represent the club at away regattas the club has entered, and available to coordinate trailer loading and driving as required.
- 3.1.8 Participate, as required, in dealings with partners, committees, and external agencies as it relates to effective SCRC operations;
- 3.1.9 Attend, participate and bring recommendations to meetings, specific to the job requirements of the Head Coach.

### 3.2 **COACHING OVERSIGHT**

The incumbent will:

- 3.2.1 Recruit coaches, and work with the Club Administrator, to 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;
- 3.2.2. Develop individualized plans of professional development for all coaches with respect to coaching education and certification.
- 3.2.3 Act as a mentor to and provide meaningful input and feedback to all coaches on their programs, including athlete selection, effective training programs, appropriate rigging, loading etc.;
- 3.2.4 Work with program coaches and the Club Administrator to manage and ensure timely regatta entries;
- 3.2.5 Oversee and work with coaches to determine equitable equipment assignments and sharing across all programs.

### 3.3 **EQUIPMENT AND FACILITY**

The Head Coach will be responsible to:

- 3.3.1 Educate all SCRC and High School program athletes and coaches on equipment maintenance protocols;
- 3.3.2 Support and facilitate club and high school coaches and athletes in maintaining cleanliness within the boathouse and compound;
- 3.3.3 Work closely with the Club coaches and staff to ensure that safety resources (coach safety kits, PFD's, boat lights, defibrillator etc.) are well-stocked, in good working order and appropriately accessible;

- 3.3.4 Work with the Board Director tasked with overseeing facilities management, to provide rudimentary shell-house infrastructure oversight and management of equipment storage, cleanliness and overall organization.
- 3.3.5. Oversee all boat repair and maintenance; perform some minor boat repair, delegate some boat repair\maintenance to the Junior Lead Coach, delegate some boat repair\maintenance to summer students, determine when boat require return to manufacturer for major repair.

#### 3.4 **ADMINISTRATION**

In concert with the Vice President, Rowing, the Head Coach will:

- 3.4.1 With the Club Administrator, monitor and assist with the control of budgets for programs under their responsibility;
- 3.4.2 Direct the preparation, monitoring and evaluation of the components of the SCRC Strategic Plan dealing with the club's on-water programs;
- 3.4.3 Remain abreast of recent trends and developments in rowing;
- 3.4.4 Be current with the athlete development and competition events and coaching development plans, programs and initiatives of Rowing Canada Aviron and Row Ontario;
- 3.4.5 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;
- 3.4.6 Assist the Communications Committee with promotion of the club by providing input for social media posts as requested.
- 3.4.7. Attend meetings of the Board of Directors as required;
- 3.4.8 Perform other duties as required by the V.P. Rowing.

#### 4.0 **LEVEL OF AUTHORITY**

##### 4.1 **DEGREES OF SUPERVISION**

The Head Coach will work with the Rowing Committee but will be responsible to and evaluated by the Vice President, Rowing.

##### 4.2 **POWER OF DECISION**

The Head Coach 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 Head Coach 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, Business, Kinesiology, Volunteer Management or applicable concentration 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 RCA NCCP “Performance Coach” Certified (or equivalent) or actively working toward this certification.
- 5.3.2 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);
- 5.3.3 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 various forms of office software.
- 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.

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