



PETERBOROUGH ROWING CLUB JOB POSTING

Position Title:	Head Coach
Salary:	Based on education, qualifications and experience Range of \$30,000 to \$32,000
Employment Definition:	To be determined
Employment Start Date:	To be determined

Position Summary

To provide leadership and direction in all programs hosted by the Peterborough Rowing Club (PRC) and the Trent University Athletics. Our goal is to recruit, develop and produce high quality athletes who are capable of competing and succeeding at a provincial and national level. The development and promotion of rowers at the community level is also important. This will be done by providing high quality programming to our recreational athletes. The Head Coach's position is a joint partnership with Trent University and the Peterborough Rowing Club.

Program Development

- Actively participate in coaching at all levels and in all programs
- Actively recruit coaches for competitive crews at the PRC and Trent U. ensuring that there is a coach for each of the crews, this includes the High School program, University program (Novice Men/Women, Junior Varsity Men/Women, Varsity Men/Women), as well as the Club program (Junior Men/Women, Senior Men/Women, Masters Men/Women).
- Negotiate stipends for coaches within funding envelope assigned by the Rowing Board for the PRC and with the Trent Athletics Department
- Develop a system for coaches of recreational crews, so that every recreation crew receives at least one hour of coaching each week.
- Ensure coaches are properly informed and motivated by providing direction, leadership and acting as a mentor
- Oversee regattas hosted by PRC\TURC including Mother's Day Regatta, Head of the Trent (assisting), possible club recreational regattas and possible competitive regattas

- Design off-season training programs for competitive/recreational athletes
- Work with the Board of the PRC and Trent Athletics in the creation of a 4 year plan to develop the sport of rowing jointly for both the PRC and Trent U. including: high school, club and university (both novice and varsity) programs
- Evaluate all aspects of the programs on an ongoing basis and formally once a year – evaluations will be presented to the PRC board and the Trent University Athletic Director
- Supervise the high school program in conjunction with the high school coordinator
- Organize coaching clinics and recruit individuals to attend these clinics
- Design and implement training programs
- Supervise the Corporate Challenge
- Implement and deliver additional programs such as a “Sculling School” to assist in funding the position of Head Coach

Equipment and General Boathouse Maintenance

- Allocate racing shells (boats) and coach boats/motors to the Club/Trent/High School crews
- Identify and assign boats to be used by recreational crews
- Monitor equipment sign-out board to ensure proper completion and notification of damage and/or wear
- Assess any boat damage when it occurs to determine the necessity of on/off-site repairs
- Report any boat damage to club captain
- Coordinate the ongoing preventative maintenance of boats, coach boats and motors
- Ensure gas tanks are filled regularly
- Arrange and coordinate the transportation of boats to and from regattas, including assigning a responsible driver

Risk Management

- Address all health and safety issues associated with all aspects of the programs including storage of materials (gas, motors, lifejackets, safety kits and first aid kits), training all coaches and staff in water regulations and safety procedures, ensuring all boat operators are properly trained and licensed.

Recruitment/ Staffing and Administrative

- Interview and recommend staff for the recreational coordinator, recreational coach and learn to row (LTR) programs
- Promote and develop advertising efforts
- Manage hours for staff by assigning schedules and ensuring that timesheets are submitted to the treasurer in a timely manner
- Assign and communicate the role of both the Recreational Coordinator and Recreational Coach to ensure the correct delivery of all on and off the water activities relating to the Recreational Program

- Coordinate PRC\Trent U. participation at competitive regatta's by attending each regatta, selecting crews, and correctly completing all entry forms.
- Collect all waivers and fees prior to any athlete's acceptance into the competitive program
- Answer the telephone when the task is not assigned to another member/staff
- Encourage athletes who graduate from the LTR program to join the PRC/TURC
- Encourage university/high school student athletes to join PRC for spring and summer programs
- Ensure all waivers/information packages from the PRC/TURC Programs are completed and filed in the office at the club house
- Ensure the collection and filing of all member information
- Coordinate with Trent's athletic department's administrative staff during the fall semester to meet OUA and CURA requirements.
- Coordinate with Trent Athletics and PRC the joint use of facilities ex. Trent weight rooms, meeting rooms etc.

Qualifications

- Preferred Minimum Level II NCCP Coaching Certification or equivalent coaching license with two to three years of coaching experience (rowing)
- In depth knowledge of developing training programs
- Experience working with athletes of a variety of ages and skill level
- Experience in managing a team of coaches and volunteers
- Demonstrated ability to liaise with community groups/sponsors
- Demonstrated ability in marketing rowing programs
- Strong communication, leadership, organizational and motivational skills
- Ability to work within the partnership between the PRC, TURC and the development coach for the Pond to Podium program
- Current First Aid certification
- Boating License
- Drivers License Class G - in good standing
- Police check

Closing Date: September 3, 2010 4:00 pm
To Apply: The preferred method for submitting your cover letter and resume is by email to barbara@falcon-equipment.com (Microsoft Word or Adobe PDF format) Please note the position title in the subject line of your email. If you are unable to apply by email then send, drop off or fax your application to: Barbara Faulkner, Falcon Process Control, 1049 Crawford Drive, Peterborough Ontario, K9J 6X6
Fax: (705) 745 - 1405

The Peterborough Rowing is an equal opportunity employer and welcomes applications from qualified women and men, including members of visible minorities, Aboriginal peoples and persons with disabilities. All qualified candidates are encouraged to apply.