



Halifax Rowing Club

Job Posting: Full Time Head Coach (7 month renewable contract)

About Halifax Rowing Club:

Halifax Rowing Club (HRC / the Club) is located on the historic and beautiful North West Arm. HRC brings together people who enjoy the competitive sport of rowing and rowing as a lifelong health and fitness activity. The purpose of the Club is to provide recreational and competitive rowing in our community and to encourage participation in the sport. We offer programs designed for beginner, intermediate and advanced rowers interested in fun, fitness, recreation and/or competition. Our competitive rowers row in regattas in Nova Scotia, New Brunswick, Quebec, Ontario and Northeastern U.S.A. Interested recreational rowers may also compete in many regattas throughout the rowing season.

HRC also offers a Para-Rowing program for rowers with disabilities and hosts the Dalhousie University Rowing Club during the months of September and October.

Position Overview:

HRC's Head Coach provides leadership and direction for all of HRC rowing programs and the Dalhousie University Rowing Club. Our goal is to recruit, develop and produce community / active for life rowers and competitive rowers who can compete and succeed at local and national regattas. This will be done by providing high quality coaching and programming for all of our members, and in all programs. The Head Coach reports to and takes direction from the HRC Program Director.

The Head Coach will be responsible for overseeing, leading, and enhancing the Club's Rowing Programs. More specifically, the Head Coach will be responsible for:

- Program Coaching and Development
 - Manage and ensure the proper delivery of all HRC programs for the full on-water season (late April – October 31, 2015)
 - Coach at least one training session per week for Competitive rowers (Junior and Adult programs; April – September)
 - Ensure that appropriate coaching is provided for all programs at all levels
 - Ensure that training plans include activities and/or drills that can be followed for days when scheduled on-water training is not possible
 - Design and/or assist with the design of training programs for all programs, ensuring that the goals and objectives of the participants are identified and considered
 - Use and ensure all Coaches use the crew planning tool (Doodle Poll) and ensure that this information is communicated to appropriate rowers.
- Managing and Supporting HRC Coaches and Learn-to-Row Instructors
 - Provide direction and feedback to all coaches regarding schedules, training plans, coaching techniques, drills, on-the-dock and on-water safety, etc.
 - Evaluate and provide correction to all Coaches and Learn-to-Row Instructors as needed, ensuring that time is scheduled to observe the coaching and instruction provided by these individuals.
 - Meet with all Coaches and Learn-to-Row Instructors on a regular basis to provide and receive feedback and look for opportunities to improve HRCs programs.
 - Provide leadership and act as a mentor to all Coaches and Instructors
 - Ensure that Coaches are scheduled for all coached programs
 - Ensure that Learn-to-Row instructors are scheduled for all Learn-to-Row classes and provide support to these instructors

- Meet with the HRC Program Director on a regular basis to discuss program outcomes, challenges and opportunities for improvement.
- Coaching and Development Training Programs for the Dalhousie Rowing Club
 - Coach the Dalhousie University Rowing Club Varsity rowers
 - Ensure that coaching is provided for Dalhousie University Rowing Club Novice rowers
 - Ensure that instructors are provided for the Dalhousie University Rowing Club Learn-to-Row Classes
 - Ensure that potential conflicts between HRC and Dalhousie Rowing Club Programs are minimized by ensuring fair allocation of rowing shells, and well managed training sessions
 - Provide leadership and be a mentor to the Dalhousie University Rowing Club Novice Coach and Learn-to-Row Instructors
 - Ensure that the Dalhousie University Rowing Club Novice Coach and Learn-to-Row Instructors follow HRC safety and equipment handling policies and procedures
 - Design and/or assist with the design of training programs for all Dalhousie Rowing Club programs, ensuring that the goals and objectives of the participants are identified and considered
 - Meet with the President(s) of the Dalhousie Rowing Club on a regular basis to discuss program outcomes, challenges and opportunities for improvement.
- Coordination of HRC's Learn-to-Row programs, including:
 - Collecting and collating Learn-to-Row Class evaluations
 - Promoting HRC's rowing programs and encouraging Learn-to-Row participants to sign up for the 1st Year Rowing program with the goal of moving on to the Fitness or Competitive programs
- Administrative / Boathouse operations
 - Ensure that the Club's email account is monitored at least twice daily and responses to all email enquiries are sent within 48 hours of receipt, either directly or by forwarding it on to someone who can provide the requested information
 - Ensure that the Clubs voicemail system is monitored at least twice daily and responses to all voicemail enquires are made within 48 hours of receipt, either directly or by forwarding it on to someone who can provide the requested information
 - Ensure that all registration forms received are complete (e.g. all required information and signed), that the individual has registered for a program and/or class on the RCA Registration System, and that all required fees have been paid.
 - Notify, at least once a day, the Club Secretary/Registrar of all registrations and payments received within the past 24 hours.
 - Ensure that all registration forms and payments are collected and stored securely until they are passed on to the Club Treasurer
 - Ensure that the Club's safety and equipment policies are followed by all Coaches, Instructors and Members.
 - Inform the Coaches and Learn-to-Row Instructors of their responsibilities related to ensuring that safety policies are followed and enforced and hold them accountable for doing so.
 - Ensure that safety boats are available for all classes and program sessions
 - Work with the Equipment Director, to help ensure that the Club rowing facilities and equipment are properly maintained.
 - Ensuring any broken or damaged equipment is brought to the attention of the Equipment Director
 - Where possible ensure that damaged seats, wheels, rigging, shoes, etc. are repaired
 - Verifying records of hours worked, by yourself and other paid staff
 - Ensure that the Club is organized, tidy and all boats and other equipment (PFDs, lights, etc.) are stored correctly and maintained (e.g. gas cylinders replaced as needed, batteries / lights replaced, etc.)

- Ensure that fuel tanks are refilled as required and Club coach boats and motors are maintained on schedule.
- **Regattas**
 - Help plan, promote and run Club regattas
 - Assist with planning of local / provincial regattas as required
 - Ensure that all Club members are informed about upcoming regatta and opportunities to race
 - Recruit Club rowers to compete in regattas, organize crews, collect regatta fees, submit entries to the regatta organizers, etc.

Qualifications:

- RCA Coach – Certified
- RCA Performance Coach trained or certified is desirable
- Three or more years experience as a rowing coach
- In depth knowledge of developing rowing training programs
- Experience working with athletes of a variety of ages and skill level, including new, juniors and adults
- Experience in managing coaches and volunteers
- Demonstrated ability to communicate to and work with Club executive
- Demonstrated ability to market rowing programs and liaise with community groups/sponsors
- Strong communication, leadership, organizational and motivational skills
- Ability to communicate to and work with the executive of the Dalhousie University Rowing Club to identify objectives, crews and training plans
- Rowing shell rigging expertise
- Rowing shell maintenance skills is desirable.
- Current First Aid and CPR certification
- Boating License / Pleasure Craft Operator Card
- Drivers License Class G - in good standing
- Excellent interpersonal skills
- Highly organized

Employment Terms:

- 7-month contract, full-time, renewable for up to three years after an annual review
- \$21,000.00 for 7 months
- Support for and an opportunity to supplement income through private coaching, rowing camps / clinics, winter training programs, or other activities, etc.
- Assistance provided to find accommodation

Work Schedule:

- 40+ Hours/week (see Note 1)
- April 13, 2015 – November 13, 2015
- Attendance at all local / provincial regattas

Note 1: hours may vary from week to week based on coaching / program schedule, regattas, etc.

Criminal Record Check:

- If requested to do so, applicants for this position must, at their own expense, provide a Criminal Record Check.
 - For those living in the Halifax Regional Municipality please see: <http://www.backcheck.net/halifax/>

- For those living outside of this area please see:
<https://www.mybackcheck.com/Public/Login.aspx>

If you are interested in this position please email your resume to programs@halifaxrowing.ca no later than February 27, 2015.