



## **Head Coach Job Description**

**Position: Head Coach**

**Type of Position:** Contract

**Start & End Date:** ASAP to March 31<sup>st</sup>, 2019

**Salary Range:** Volunteer position with monthly honorarium

Reporting to the Board of Directors, the Head Coach will provide leadership to the club as a whole, with a specific focus on the competitive programs. Working with a team of volunteer program coaches, the Head Coach will work towards excellence in athlete training, technical coaching, on the water performance and competitive results across all programs.

### **Organizational Overview**

The Notre Dame Rowing Club is a not-for-profit organization established in 2009. The Notre Dame Rowing Club's mandate is to provide the youth and adults of our community with a quality environment which promotes sportsmanship, instruction, teamwork, and the enjoyment of the rowing experience.

Our mission is to create a fun, fair and safe rowing environment that is focused on providing skills development as well as fostering respect for others, self-confidence, leadership and teamwork within our community.

The Head Coach will manage the day-to-day activities and operations of the Club and to provide leadership to the coaches and seasonal staff in various aspects of the Clubs programs and activities.

This position requires a commitment to the Notre Dame Rowing Club mission and values. Given the nature of the position, all offers of employment will be subject to the provision that the successful incumbent provides Notre Dame Rowing Club with a current and satisfactory Vulnerable Sector Screening Report at the time of hire.

### **Nature and Scope**

Notre Dame Rowing Club is seeking a Head Coach to work for the 2018/19 season (April 1<sup>st</sup> to March 31<sup>st</sup>). Individuals in this role will be responsible for the delivery of customer service excellence through participant satisfaction and safety during all instructional sessions as well as in everyday interactions with club members, participants and their families. The Head Coach will

be directly responsible for the competitive programs (both High School and Club) and will strongly support other Club activities, including recreational and instructional programs.

### **Responsibilities**

- Oversee all programs, providing leadership to the club, coaches and athletes as a whole with direct coaching responsibilities to be determined.
- Assist in the recruitment and selection of program coaches. Ensure ongoing feedback with appropriate Board members in regards to performance of coaching team.
- Develop & mentor program coaches for all programs, competitive and recreational of the club. Assist them as required in the development of training programs that will prepare athletes for success in competition.
- Develop and expand the club rowing programs in conjunction with the board.
- Monitor budget available for programs and work to meet budget requirements. Spending decisions are only made within approved budget. Maintain ongoing communication with Board in regards to budget targets.
- Recommend equipment acquisitions to the Board and oversee equipment allocations across all programs.
- Working with the coaches to ensure respect for the club's boats, equipment and facilities, and reinforce appropriate boat assignments
- Ensure club policies are understood and implemented by athletes and coaches alike
- Identify all aspects of needs and gaps within the club and recommend solutions
- Oversee club participation in regattas. Working with program coaches to manage the entry process, equipment, transport and participation.
- Meet with program coaches at regular intervals to obtain feedback on the progress of their programs and to ensure goal-alignment and attainment
- Stay current with knowledge, trends and practices that are necessary to build and maintain a competitive program.
- Maintain positive relationships with other sport governing bodies at the local, regional, provincial, national and professional levels.
- This person will liaise with ROWONTARIO, Rowing Canada Aviron, and other coaches as needed towards the development of club rowing and progression of rowers.

### **Board Obligations:**

- Attend all board and committee meetings and functions, and be prepared to participate.
- Stay informed about board and committee matters; review and comment on minutes and reports.
- Stay informed about the organization's mission, services, policies, and programs.
- Keep up-to-date on developments in the organization's field.
- Follow developments in the community, economy, government, etc. that may affect the organization.
- Serve on committees and offer to take on special assignments.
- Participate in organizational fundraising.
- Inform others about the organization.
- Get to know other members; build working relationships that contribute to consensus.

- Suggest nominees to the board who can make significant contributions to the work of the board and the organization.
- Follow conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities such as reviewing the organization's annual financial statements.

### **Preferred Competencies & Qualifications**

The Head Coach will be thoroughly committed to club's mission and values. They should have proven coaching experience and an ability to work independently as well as collaboratively. Concrete demonstrable related experience and other qualifications include:

- Comprehensive knowledge of rowing coaching systems and strategies, the ability to teach/coach/prepare for practice and competition at a national level. Demonstrated success in delivering these skills and abilities
- Excellent communication skills, oral, written and presentation. Strong inter personal skills with the ability to interact professionally and effectively with people at all levels
- Must be service-oriented and be capable of dealing with a wide variety of individuals
- A high degree of independence, as well as the ability to work in a team environment
- Ability to exercise discretion, good judgement, solid decision-making and maintain ethical standards consistent with club policy.
- Organizational skills and time management abilities are essential. The individual must be result-oriented, assuming responsibility for development, implementation and completion of projects/initiatives
- Certification as an RCA Coach. Be registered with RCA as a coach and registered on [www.thelocker.coach.ca](http://www.thelocker.coach.ca)
- Valid Canadian driver's licence, clean driving record and experience trailering boats
- Transport Canada Pleasure Craft Operators Card
- Current first aid and CPR certification
- Police check including Vulnerable Sector Screening
- Proficiency in computer applications with skills in Microsoft products and internet applications
- Right and permission to work in Canada

### **Working Conditions**

- This is a full-time, year-round position, with hours varying to the season and work requirements. Programs are on the water from April to November, from early in the morning until evening. While having some direct coaching responsibilities and having an over-arching responsibility for all programs it is not anticipated the Head Coach will be on the water during all program hours. It is anticipated the Head Coach will work a 'split shift' many days to accommodate coaching activity.
- During regatta season several weekends will be required for regatta participation. It is expected under normal circumstances that the majority of vacation will be booked outside of the peak regatta season.

- Administrative and management requirements will figure prominently into the hours of work, as will mentoring and developing Program Coaches as required.
- Due to the physical nature of the activity including preparing the boats, there is a large physical component to the position. Physical work is required to assist in program delivery and facility upkeep.

### **Compensation, Performance Review and Contract Extension**

- The Head Coach will be financially supported as follows:
  - A monthly stipend to be negotiated with the successful applicant and paid by the Club on the last day of each month.
  - The Club will pay for annual attendance at the RCA Coaches Conference and AGM, this includes registration fees, travel and accommodation.
  - The Club will pay for any Coaching Development Programs requested by the Head Coach and approved by the Board of Directors
  - Any Club rowing program and/or boat storage fees will be waived by the Club for the Head Coach and their immediate family (spouse and dependent children).
  - The Club will enter into a revenue sharing arrangement with the Head Coach for any new program revenue that the Head Coach is principally involved with developing.
- The Head Coach will be subject to an ongoing review as regards their performance and to a formal annual review in November. This Performance Review will be conducted by the Board of Directors and may involve collecting input from rowing program participants and their families, subordinate coaches, representatives of ROWONTARIO, Rowing Canada Aviron, other rowing clubs and the City of Welland – Parks and Recreation Group.
- The Head Coach and the Board of Directors will meet prior to January 15<sup>th</sup> to review the contract in force at the time and discuss an extension of the contract for the period of another year.