



Olympia Area Rowing

Job Description

Job Title: **Director of Rowing**

FLSA Status: Exempt

Start Date: August 1, 2021

Position Type: New Position

Salary Range: \$50,000, DOE

To apply, send a cover letter and resume by Monday, June 14 at 5:00 pm to oarrecruiting@gmail.com.

ORGANIZATION OVERVIEW:

Olympia Area Rowing (OAR) is a vibrant, mission-driven 501(c)3 rowing club in Olympia, Washington. OAR promotes competitive and recreational rowing for adults and youth in the local community, fostering sportsmanship, teamwork, athleticism and camaraderie. OAR's youth program includes competitive and recreational high school crews as well as middle school rowing. The adult program includes both recreational and competitive rowers. The ideal candidate will have knowledge and enthusiasm for coaching rowing, experience working with athletes, volunteers and parents, and an ability to foster a love of the sport with athletes of all levels.

POSITION SUMMARY:

The Director of Rowing is responsible for the strategy, vision and operations of all OAR coached rowing programs, including managing and developing effective coaches, recruiting and retaining athletes, creating a culture of safety, coordinating equipment, managing a budget, and facilitating communication among athletes, parents, and volunteers. Supporting the organization's commitment to diversity, equity and inclusion is critical. Above all there is a need for leadership and a relentless spirit of positivity. This position is year-round, full-time exempt and includes a health care benefits package as well as paid time off. OAR is operated by a volunteer board of directors and this position reports to OAR's board president.

QUALIFICATIONS:

- Previous experience as a rowing coach at the youth, college and/or adult level, including at least a Level 2 USRowing coaching certification.
- Strong understanding of rowing fundamentals, mechanics and technique and the ability to coach both sweep and sculling. Previous experience with long-term athlete development concepts required.
- Proven knowledge, experience and leadership skills to recruit, train and develop a high-performing team of coaches.
- Ability to operate with a high level of ethics and integrity and reflect a value system of mentorship.

- Showcase consistently professional interpersonal skills, public relations, and communication skills via phone and in writing and has strategic and independent judgment, plus proven ability to make sound decisions.
- Possess the ability to communicate effectively with all types of people including youth rowers, parents, adult rowers, coaches, volunteers, and donors.
- Proven ability to prioritize workload, problem solve creatively and handle issues positively, professionally and cooperatively.
- Demonstrate an ability to create a culture of safety and respond to emergency situations. Maintain valid Safesport, CPR-PR, First Aid, and AED certifications, as well as relevant boaters licenses. Able to pass a 10-minute clothed swim test.
- Understand USRowing and NCAA rules.

ESSENTIAL FUNCTIONS:

Lead all coached rowing programs:

- Develop long-term vision with short-term goals for OAR coached rowing programs.
- Create annual and seasonal plans for all coached programs, including specific methods to grow and retain participants at both the youth and adult level.
- Develop and implement a recruiting and retention plan for all coached rowing programs, including proposals for new programs (ex: adaptive rowing, adult classes, private lessons).
- Strategize, develop and manage budget, in accordance with short-term goals and long-term vision.
- Serve as the head coach to youth and adult rowers. Guide the design of on-the-water and land-based training programs.
- Identify opportunities and program enhancements in conjunction with DEI committee.
- Incorporate values of teamwork, sportsmanship, honesty, integrity, discipline, and collaboration among coaches, athletes, parents and volunteers. Serve as a role model for these values at all times.

Manage coaching staff:

- Strategize and articulate coaching structure.
- Prepare coaching schedule and approve time sheets.
- Organize and conduct coaching team meetings, training and development.
- Work with coaches to set short-term and long-term objectives for teams and individual athletes.
- Prepare and provide coaching evaluations for development.
- Track coaching certification and follow-up compliance.

Instill a culture of safety throughout the club:

- Document and conduct training to create a culture of safety throughout the club.
- Understand and follow Safesport guidelines and all safety protocols.

Other administrative responsibilities:

- Develop, with coaches, race and scrimmage schedule, interacting with coaches and race officials from other clubs. Coordinate and execute the logistics with athletes, coaches, parents, race organizers and volunteers.
- Design, write, train, implement and continuously review policies and procedures.
- Coordinate boathouse equipment across the programs and use between teams. Work with coaches to plan equipment and other needs of the program.
- Organize pre- and post-season boat, launch, and equipment check and clean-up.
- Attend board meetings and support board strategy. Serve on Safety and Diversity, Equity & Inclusion committees.
- Own social media channels and delegate to trained volunteers to ensure consistent messaging.
- Serve as point of contact for external rowing coaches and organizations, including George Pocock Rowing Foundation.

OTHER REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to occasionally lift/move up to 45lbs. and carry boats, oars and other supplies in/out of the water, up/down a ramp to/from a dock in all types of weather.
- While performing the duties of this job, the employee is regularly required to stand in a boat for extended periods of time, sit and reach, and be able to communicate using a computer and phone/smart device.
- Ability to drive a trailer loaded with equipment preferred.
- This position requires early morning, late evening and weekend hours. It's imperative that the job applicant understands the seasonal nature of youth rowing including weekend regattas in fall/spring and the shift to mostly land-based training in the winter.

Olympia Area Rowing is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.