



6871 Roberts Street, Burnaby, BC V5B 3C1

**JOB DESCRIPTION
BURNABY LAKE ROWING CLUB**

DESCRIPTION: ROWING COACH

JOB CATEGORY: ANNUAL COACHING CONTRACT

REPORTING: CLUB CAPTAIN

OVERVIEW:

The Burnaby Lake Rowing Club (BLRC) is situated on Burnaby Lake with a 2000 meter course, ideal for racing, training and recreational rowing. The course has a six-lane Albano buoy system and is one of three FISA standard courses in Canada. The Club has helped produce many world-class rowers and provides ideal racing conditions with calm waters and minimal wind. The Clubs membership is approximately 75 annual members and swells to 120 members during the summer rowing session. The membership is broad-based in terms of skill levels ranging from novice to highly skilled, and age range from 16 to 75.

The starting date for this contract is August 1, 2019 and is expected to run for one year with the potential for renewal.

PURPOSE OF POSITION:

The Rowing Coach, hired under contract, will have oversight of BLRC's rowing activities on the lake, the position will be responsible for the daily rowing

schedule and on water training sessions, developing, coordinating and coaching a learn-to-row program, other rowing programs as appropriate to meet the needs of the membership, safety oversight, work with the Captain to ensure the fleet is kept in good repair and manage administrative details in keeping with the role as coach.

The Coach reports to a board member as designated by the board of Directors.

I. RESPONSIBILITIES AND DUTIES:

1. COACHING

- Work with the Board, a committee of the board and/or the club Captain to identify the appropriate mix of programs for the existing membership and programs that would attract new members.
- Provide general rowing programs to Club members, running on-water and off-water training in times of suitable and safe conditions, year-round. Organize and manage boat assignments at these sessions.
- Develop, coordinate and coach (or provide oversight of coaches) a learn-to-row program in compliance with the BLRC's learn-to-row initiative. The Club anticipates that assistant coaches will be brought on a volunteer basis (paid an honourarium) depending on the success of the initial learn-to-row program, the number of participants and the coaching responsibility for club members.
- Provide coaching during on water daily sessions to those members who have signed up and paid for this service on a seasonal or annual basis.
- You will be able to provide for-fee private coaching for members or potential members as requested and in compliance with Club policy.
- Oversee dock and water safety, manage liability in compliance with BLRC's safety rules and RCA insurance requirements.
- Work cooperatively with other rowing programs that may be arranged from time to time.
- Work cooperatively with other users of the course. (BCKC, SFU, RCA, RBC, Canoe Kayak BC)
- Coach and develop athlete groups that have a new or existing relationship with the Club.
- Be an ambassador for the Club in all activities and encourage and seek out new members.

2. ADMINISTRATIVE

- Post training times on the Club website. Regular schedules should be posted at least two weeks in advance of the start of the three terms of coaching offered during the year (January-May; June-August; and September-December).
- Ensure appropriate paper work is completed for membership, non-membership waivers, and other requirements specific to club policy and RCA rules and regulations.
- Respond to and follow up on questions and inquiries from members and non-members
- Prepare and file a Quarterly report to the Board of Directors.
- Attend board meetings where required
- Liaise with the Captain on equipment needs and repairs.

3. REGATTAS

- Attendance at regattas held at BLRC and support of volunteer regatta organizers as required.
- Prepare individual athletes and crews for targeted regattas and provide coaching support at these regattas.
- Oversee coordination, collection and submission of all BLRC athlete entries.
- Allocate equipment and coordinate its transportation to and from regattas.

II. QUALIFICATIONS:

- Pleasure Craft Operators card
- Valid First Aid certificate (minimum Basic First Aid with CPR C/AED)
- Valid Driver's License
- Minimum NCCP RCA Coach certified or equivalent
- Preferred Post-Secondary degree or diploma in related field (Coaching, Sport Management, Education, Kinesiology, Sports Psychology, National Coaching Institute, Business, Marketing)
- Experience coaching athletes who have a range of skill levels, goals and abilities
- Have and maintain WorkSafe BC coverage

- Successful Criminal Record Check with the BC Criminal Records Review Program.

III. SKILLS AND KNOWLEDGE:

- Experience developing, conducting and maintaining rowing programs
- Experience planning and implementing training plans, and competition and selection protocols
- Demonstrated experience developing and delivering programs that support Rowing Canada Aviron's Long Term Athlete Development Plan and the NDC/HUB Program
- Demonstrated ability to coach sound rowing technique, in line with the RCA model
- Familiar with safety rules and procedures for rowing, including Transport Canada regulations as they apply to rowing
- Ability to load and drive trailer
- Proficient in Microsoft Office (Excel, Word), and social media

IV. COMPETENCIES:

Developing Others

Developing others involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring. Its focus is on developmental intent and effect rather than on a formal role of training. The individual's actions should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks.

Planning, Organizing and Coordinating

Planning, Organizing and Coordinating involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Teamwork and Cooperation

Teamwork and co-operation is the ability to work co-operatively within diverse teams and individuals across the organization to achieve group and club goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

Results Orientation

Results orientation is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set;

or even improving or surpassing what has already been done (continuous improvement).

Interested candidates to submit CV of coaching experience to:

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