



# Victoria City Rowing Club

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## Job Posting

### VCRC Adult Introduction to Rowing Head Coach 2018

#### Responsibilities and duties:

The Introduction to Rowing Head Coach will:

Coach the adult introduction to rowing programs including Beginner and Intermediate programs.

- Supervise assistant coaches and Shadow coaches working with them;
- Work with the VCRC Programs Coordinator to structure and plan the programs;
- Assist the VCRC Programs Coordinator with program administration (e.g., collecting fees and registration forms, maintaining up-to-date database of participants);
- Work with the VCRC Programs Coordinator to gather and collate participant and coach feedback and complete end-of-season program reviews;
- Do other work involved in the operation of the boathouse and programs, as necessary;
- Aid with the running of the BC Championship Regatta, to be discussed with the Programs Coordinator and Club Manager;
- Must attend coach orientation and safety session prior to program (12hours, paid). June 27<sup>th</sup> and June 28<sup>th</sup> from 9am-3pm.

The Introduction to Rowing Head Coach will report to the VCRC Programs Coordinator.

#### Schedule:

Average 2.5 hours/day (Monday – Thursday 6:00pm-8:30pm)

**Term of contract:** June 4<sup>th</sup> – September 5<sup>th</sup>, 2018

#### Qualifications:

- Pleasure Boat Operators license ('Boat Pro') required
- NCCP LTR Instructors (or equivalent) required (*or must be completed prior to July 2<sup>nd</sup>, 2018*)
- Basic First Aid required (*or must be completed prior to July 2<sup>nd</sup>, 2018*)
- Experience coaching and working with adults an asset - administrative and organizational skills

**To apply, please submit a resume and letter by May 21<sup>st</sup> to:**

VCRC Programs Coordinator, Katie Bahain-Steenman

Email: [VCRCPrograms@gmail.com](mailto:VCRCPrograms@gmail.com)