

Crew Club Coach

JOB DESCRIPTION

Reports to: Director, SA Programs, Personnel & Finance/SA President

Summary:

The Crew Club Coach is a part-time position in the Student Association. The Crew Club Coach is expected to adhere to the known ethical standards related to the sport of crew and the club sports policies of the Student Association. The Crew Club Coach reports to the Director of SA Programs, Personnel & Finances and the Student Association President.

Essential Duties and Responsibilities include the following:

- Serving as the principal liaison between the Crew Club and the Student Association.
- Offering instruction in the sport of rowing and providing guidance to the Crew Club in the day-to-day functioning of the organization.
- Planning and implementing the seasonal and annual training, practice, and competition schedules, including the spring training trip schedule, and submitting the spring training trip schedule to the Director of SA Programs, Personnel & Finances by January 30th of each year.
- Formulating the club rules, reviewing them with the Director of SA Programs, Personnel & Finance and the SA President before the start of competition, and promulgating the rules to each and every member of the Crew Club.
- Formulating, implementing, and continually updating the Crew Club Safety and Emergency Plan as needed, and submitting a copy to the Director of SA Programs, Personnel & Finance and the SA President each fall.
- Maintaining current AED, CPR, and First Aid certifications.
- Allocating all Crew Club equipment and ensuring that all equipment used by the Crew Club is in compliance with safety and maintenance standards.
- Ensuring that travel arrangements for students are in compliance with safety and maintenance standards and that protocol for travel to and from regattas is adhered to.
- Ensuring that expectations for practice, travel and competition are consistent with the College's expectations for academic excellence.
- Supervising all on water practices and coordinating all regattas in person, and serving as the final authority pertaining to weather-related decisions for practices and competitions.
- Driving the truck and trailer to and from each regatta, and supervising the loading and unloading of the trailer.
- Monitoring the effectiveness of all practice and training sessions.
- Attending at least one rowing clinic on an annual basis in order to maintain a current understanding of best practices in rowing.
- Overseeing the use of the boathouse of Conesus Lake and the Crew Club Erg Room in the Holcomb Building
- Completing an end of the year Crew Club report to the Director of SA Programs, Personnel & Finance and the SA President
- Other duties as assigned.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Customer Service - Responds to requests for service and assistance.
- Interpersonal – Ability to interact with a broad range of individuals and groups and works as a team member.
- Maintains confidentiality.

- Written Communication - Presents numerical data effectively; Able to read and interpret written information.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments - Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Qualifications:

To perform this job successfully, an individual must be able to satisfactorily perform the essential duties of the position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Minimum – B.A. or B.S. degree and demonstrated coaching experience in the sport of Crew.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as proportions, percentages, and volume.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have a working knowledge of Microsoft Word and Microsoft Excel.

Certificates and Licenses: AED, CPR and First Aid certification. Valid driver's license with the ability to be approved to drive a state vehicle.

Supervisory Responsibilities:

There are supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low.

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 40 pounds. While performing the duties of this Job, the employee is regularly moving about and is usually standing and exposed to the elements.

Acknowledgement

This is not necessarily an exhausting list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (emergencies, change in personnel, workload, rush jobs, technological developments or other business demands).

Salary: \$6500 with no benefits.
