



## **Assistant Coach**

Reports to: ORC Head Coach

Position designation: Full-time

Wage: \$20-25/hour, commensurate with experience

Hours: 30-40 hours per week

Length of contract: Up to 28 Weeks

Start Date: May 15th, 2023

### **Outline**

The Ottawa Rowing Club is seeking an Assistant Coach to help build its club and recreational rowing programs for the seasons ahead. The Ottawa Rowing Club (ORC) is a not-for profit sports organization established in 1867 to provide rowing opportunities for participants of all ages. The ORC is comprised of paid employees, volunteer coaches and a volunteer Board of Directors. The ORC supports year round operations based out of its boathouse at 10 Lady Grey Drive, Ottawa.

The ORC provides coaching to rowers in competitive or recreational programs, as well as introductions to the sport through Learn-to-Row, summer camps, Everybody Rows Ottawa, and the Adult Rowing League. Local high schools and universities train and race out of the ORC.

The Assistant Coach will work alongside our team of dedicated volunteer coaches. In this role you will help realise our mission to bring a diverse offering of rowing programming to different stakeholders in the community. Working under the leadership of the head coach you will help to support ORC strategic objectives and make the ORC a powerhouse in Canadian rowing.

### **Nature and Scope of the Role:**

Reporting to the VP Recreational and the ORC Head Coach, the Assistant Coach will play an integral role in the mission of the Ottawa Rowing Club. You will promote and develop rowing at the club level focusing on excellence in recreation, coaching, and fostering community involvement in the sport by supporting new and

### **Skills/Attributes**

The successful candidate should:

- Be able to work as part of a team through collaboration, respect, and effective

communication.

- Be well organized and have the ability to effectively manage time and priorities, manage a full workload and meet deadlines in a busy environment.
- Be self-motivated and willing to learn.
- Be able to work in a safe manner as per legislation, policies, and guidelines.
- Be able to solve problems and make decisions around issues that arise in this position with minimal supervision and be self-initiated in seeking guidance when necessary.

### **Qualifications**

The successful candidate should possess the following:

- Experience working with shells, rigging, etc.
- Familiarity with small motors.
- Ability to do some heavy lifting, climbing, and carrying as required in the performance of a job.
- A valid G Driver's Licence is an asset but not a requirement.

### **Position Requirements**

- The successful candidate must abide by the Ottawa Rowing Club's Code of Conduct and Ethics.
- Coaching experience at the competitive or recreational level.
- Looking to pursue a career in coaching.
- A Vulnerable Sector Screening, a Screening Disclosure Form, two (2) references related to the position.
- Rowing Canada Complaint (can obtain after candidate selection prior to working with participants).
- CPR C and Standard First Aid certification (can obtain after candidate selection prior to working with participants).
- Pleasure craft operator certified (can obtain after candidate selection prior to working with participants).

**The responsibilities of this position include, but are not limited to, the following:**

### **Coach and Volunteer Recruitment and Mentoring**

- Identify and maintain a coach identification, recruitment and development pathway that is equitable and provides opportunity for women or other groups otherwise not represented at all levels of coaching.
- Chair coach meetings for ORC Recreational programs that you support.

- Distribute communications and information resulting from coach meetings.
- Understand the ORC pathway and support coaches in successfully moving athletes along the pathway.
- Creating an inclusive and fun learning environment.
- Fully participating in mentorship program with ORC Head Coach

#### **Member Recruitment, Retention and Development**

- Manage the transition of rowers between ORC programs (i.e. LTR to Club).
- Create and implement a strategic plan for new or complimentary programs to further grow membership base and ensure long-term viability of the ORC.
- Collaborating with club administrators to oversee program promotion, enrollment, administration, and equipment for programming sessions.

#### **Member Training and Competition**

- Circulate training, racing or club activities through various electronic media.
- Establishing training plans and techniques for recreational based groups, teaching rowing fundamentals to participants and program coaches while providing a safe learning environment.
- Working as part of a team to ensure that participants receive quality instruction on rowing skills.
- Helping coordinate volunteers from the Ottawa Rowing Club to assist with delivering programming, supporting on-water operations and facilitating events.
- Lead the ORC club contingent at hosted regattas including regattas, Head of the Rideau and Head of the Madawaska.
- Develop a winter training plan and coordinate winter training for club members and coaches, including training times, indoor erg camps, community programming and away training camps.

#### **Equipment Management and Maintenance**

- Make recommendations to the Head Coach regarding equipment purchases, equipment valuation, sale of retiring ORC equipment
- Plan and direct loading of trailers with support of Head Coach for regattas.
- Work with coaches to ensure respect for the club's equipment, facilities and reinforce appropriate equipment allocation;

This job supports the Ottawa community by providing a learning environment that will promote a healthy lifestyle by introducing new skills and encouraging participation in sports at a variety of stages in the Long Term Athlete Development model while focusing on having fun and fostering a positive club environment.

*The above duties are representative of the position but are not meant to be all-inclusive. Employees will be expected to be present at the Ottawa Rowing Club when the programming they are responsible for is occurring, however, they may be able to complete part of their hours remotely, subject to approval from their supervisor.*

If you are interested in the opportunity to be considered to join our team, please submit your letter of application and your resume by April 9th, 2023, to:

**ORC Board Of Directors Email: [vp.administration@ottawarowingclub.com](mailto:vp.administration@ottawarowingclub.com).**

*We thank all applicants, however only those considered for an interview will be contacted.*