



Loudon Park, 4295 Victoria Ave, Nanaimo, BC, Canada, British Columbia V9T 2A9

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## **Job Posting**

**Position Title:** Full time Head Coach/Program Co-ordinator

**Location:** Nanaimo, B.C.

**Start Date:** ideally April 1, 2025-but may start earlier or later

**Hours:** estimated 30-34 hrs/week

**Overview:** The Nanaimo Rowing Club was established in 1992 at Loudon Park on the beautiful and sheltered Long Lake. On water rowing is possible for most of the year as the lake rarely freezes. Nanaimo is a beautiful oceanfront city with a growing population of 105,000.

Nanaimo offers a wonderful lifestyle offering urban convenience while still surrounded by natural beauty and amazing access to outdoor pursuits and nature. It is only a short ferry ride to Vancouver and has a growing airport as well.

Nanaimo Rowing Club provides a community environment to foster a passion for both recreational and competitive rowing in our Junior, Senior and Masters athletes. Like the city, the club is growing as well. We are looking for a head coach with a passion for rowing and enthusiasm to lead, support and nourish our growing program. We are looking for someone with a positive attitude and great communication skills who will have the support of a fun and friendly executive board and a very organized and enthusiastic Boathouse and Equipment manager.

### **Purpose of the position:**

1. To provide coaching leadership and guidance to junior, senior, masters, recreational, adaptive and instructional rowing programs.
2. To be a resource for the board of directors.
3. To promote the sport of rowing in the community.

**4. To provide day to day administration of the Club**

**5. Reports to Executive and will supervise program coaches**

**Qualifications:**

Pleasure boat Operators license required  
RCA Performance Coach or working towards this qualification  
Strong knowledge of boating safety  
Knowledge of rowing mechanics, fundamentals and techniques  
Basic First Aid  
Strong interpersonal and communication skills  
Leadership skills and ability to work effectively as a member of a team  
Experience working with youth an asset  
Meeting RCA “Every Coach Certified” qualifications:  
NCCP Coach initiation in Sport  
NCCP Rowing Essentials  
NCCP Make Ethical Decisions  
Criminal Record Check and Vulnerable Sector check  
NCCP Safe Sport module

**Responsibilities:**

1. To promote the philosophy, principles and priorities as established by the Club
  - a. Always exhibit the values of fun, sportsmanship, dedication to the sport and team spirit that is expected of any head coach
  - b. Recognize the responsibility as the key role model for the athletes and other coaches
  - c. Promote a positive and cooperative atmosphere and encourage camaraderie among members.
  - d. Promote and work within the model of Long-Term Athlete Development
  - e. Ensure athletes are aware of opportunities to row for Zone, Provincial and National Teams and to help facilitate those opportunities.
  - f. Support and facilitate training for athletes to meet selection requirements set out by governing bodies, ie. RCA Trials, Selection Camps.
2. Set a monthly calendar for Junior, Senior, Masters and Learn to Row Programs  
\*Expected spring, fall and winter program hours include Monday, Wednesday, Friday 6-730 am for competitive rowers (Masters and Juniors), Monday- Friday 3:45-6 pm (Junior rowers), Tuesday and Thursday 6-8 pm (Masters), occasional Sunday 9-11:30am (Masters)  
It is also the club’s goal to develop the capacity for hosting school and community groups during the spring and fall seasons to introduce rowing to the broader population.

Summer program hours will vary and be decided by the Executive after consultation with head coach. Typically, 2-3 additional summer program coaches are hired dependent on funding from Canada Summer Jobs program to facilitate summer programs

Break for Christmas, Break in summer before school starts.

- a. Manage and post schedule in team app
  - b. Ensure team app is up to date
  - c. Provide reasonable notice if time off is required and work with part-time coaches to fill in schedule if time off is needed.
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3. Participate in the hiring process for program coaches
    - a. Determine coaching needs
    - b. Draft job posting
    - c. Lead the interview process as determined by the Executive
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4. Support, supervise and guide program coaches as appropriate to create goals for programs
    - a. Coordinate coaching schedules
    - b. Approving coaching plans
    - c. Conduct coaches' meetings on a regular basis or as needed
    - d. Coordinate attendance at coaching workshops
    - e. Coordinate learn-to-row programs
    - f. Provide yearly training plans for rowers
    - g. Keep any program coaches informed of upcoming events and regatta information, training opportunities and information, as well as associated deadlines, to pass onto their athletes
    - h. Provide resources to promote the technical recommendations of Rowing Canada
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5. Ensure safety standards are clearly communicated and upheld
    - a. Work with the Registrar and program coaches to ensure that all rowers are registered prior to on-water sessions and follow NRC safety policy and RCA rowing safety guidelines
    - b. Review safety policy annually or as needed with the Executive
    - c. Issue Safety Advisories including invoking of cold-water rules and heat advisories
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6. Lead the organization of all club involvement at regattas, training events and other functions with the support of NRC executives.
    - a. Ensure all proper registrations are in place for all the rowers at all events and to act as the club representative at their events

- b. Approve crew lists
  - c. Arrange transportation of equipment with the support of NRC Equipment and Boathouse Manager
  - d. Allocate equipment as necessary
  - e. Work with the Executive to help set fees on a cost-recovery basis, or as determined by the Executive
  - f. Organize and book accommodation for out-of-province events
  - g. Arrange transport for Athletes for out-of-province events
7. Provide recommendations to the Executive on matters to improve the functioning of the Club and to enhance the enjoyment and skill level of all rowers
- a. Attend all Executive meetings or appoint a representative
  - b. Provide reports on all programs
  - c. Provide reports on state of all equipment
  - d. Provide reports on condition of boathouse
  - e. Provide reports on coaching
  - f. Report any major changes or issues with day-to-day operations
  - g. Provide notable results from regattas to be submitted to local media
  - h. Provide specific information and data on the club for grant applications
8. Work with the Executive to enhance communication among athletes, other coaches and parents to ensure we are a high-performance organization dedicated to constant improvement in all things we do
9. Work with the NRC Equipment and Boathouse Manager to ensure appropriate equipment is available.
- a. Assist with maintaining an up-to-date list of rowing equipment and input on life cycle replacement
  - b. Assist with research and keep apprised of equipment acquisition opportunities
  - c. Allocate equipment to programs as necessary
10. To work with the NRC Equipment and Boathouse Manager and members, to ensure equipment is properly cared for and the club facilities are maintained
- a. Assist with repairs and maintenance of rowing shells
  - b. Recommend outside contractors to board if repairs beyond skill level
  - c. Assist as needed with the purchase of materials required for repair and maintenance of club property
11. Organize rowing events hosted by and for Nanaimo Rowing Club,

- a. Scheduling
- b. Communication
- c. Day of co-ordination
- d. Submission of sanctioning documentation
- e. Application for all required permits

12. To be the main point of contact with the Nanaimo Canoe and Kayak Club and the City of Nanaimo regarding the facilities at Loudon Park.

13. Represent the Nanaimo Rowing Club to local, provincial and national bodies.

- a. Attend RCA conferences when feasible
- b. Apply to provincial working groups when in the best interest of our club

14. Actively promote the club and the sport of rowing within the community.

- a. Manage the club's team app and social media accounts (i.e.: Facebook, Twitter)
- b. Work in conjunction with the board and volunteers to advertise all programs and classes.
- c. Provide information on all programs and classes.
- d. Provide information on the club to keep the website up to date.

15. Fill the role of Technical Director (Rowing) on the Long Lake Flatwater Training Centre Society Board.

16. Engage in professional development to remain appraised of changes in the field to promote best practices.

17. Complete other tasks as directed by the club Executive.

Compensation: \$22-\$27/hour based on experience and qualifications. Our club is still being rebuilt from COVID and with a continued increase in membership, we hope to be able to offer increased wages soon.

To apply, please submit a cover letter, resume and 2 references to NRC President Jennifer Mckenzie at [nanaimo.rowing@gmail.com](mailto:nanaimo.rowing@gmail.com) and feel free to email with any questions. Thank you.