

## POSITION DESCRIPTION

---

**TITLE:       Head Men's and Women's Varsity Rowing Coach - (Exempt)  
11-Month, Full-time**

### **Collective Bargaining – Ineligible – Managerial**

**Definition** – The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

---

### **JOB SUMMARY:**

The Head Men's and Women's Varsity Rowing Coach is responsible for managing all phases of a competitive NCAA Division III athletic program. Duties include recruiting, coaching, organizing and planning meet and practice strategies, scheduling, fleet and facility maintenance, and fundraising. The position reports to the Associate Athletic Director for Internal Operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Directly responsible for the preparation, maintenance and improvement of all rowing shells, rowing equipment and all related rowing facilities. The premises shall be neat and presentable as a part of the entire college waterfront.
- Reviews and upholds all NCAA, MARC (Mid-Atlantic Rowing Conference), and SMCM rules, regulations and policies.
- Responsible for coordinating and refining coaching techniques including implementation during practices, daily lesson plan, lectures, video review, and on the water training of varsity crew team.
- Scouts for qualified SMC candidates on all travel and special recruiting trips. Encourage qualified student athletes to visit, apply, matriculate and eventually graduate from SMC. Works with the admissions office and the athletics recruiting coordinator to assist interested prospective student athletes. Communicates contacts with prospective student athletes to the Admissions Dept.
- Coordinates the management of home rowing regattas including high school and other special events. Duties shall include the coordination of welcoming visiting teams, safety vessels & race officials.

**Position Description**  
**Head Men's and Women's Varsity Rowing Coach**  
**Page 2**

---

- Coordinates competition schedules, housing for varsity travel, and all other aspects of planning for the varsity team and SMC rowing facilities.
- Prepares and submits a sport budget for approval as requested.
- Administers the sport budget in a fiscally responsible manner.
- Travels with and supervises varsity rowing team as directed.
- Communicates and cooperates with the training staff regarding athlete medical clearance, injury prevention, rehabilitation and the status of injured athletes.
- Communicates and cooperates with the Director of Athletics Communications regarding the promotion of the team and individuals.
- Develops and implements standardized teaching methods, curriculum and course content for any future rowing and/or kayaking classes during the academic year.
- Counsels student athletes.
- Develops and implements alumni and community events and programs for the purpose of enhancing the program and thus the student experience.
- Develops and cultivates Recreational and Club Rowing at SMCM.
- Directly responsible for the oversight and safe operations of all rowing activities at SMCM.
- Responsible for fleet and facility maintenance in regards to rowing and the safety of the student-athletes
- Demonstrates a high level of leadership, sportsmanship, and personal and ethical conduct becoming of a public honors college, the MARC, the NCAA and the appropriate professional coaching association.
- Shall promptly notify the Director of Athletic Communications and Associate Athletic Director for Internal Operations of any roster additions or deletions.
- Serves as a Campus Security Authority.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree from an accredited institution, Master's degree preferred.
- Experience: Able to meet all US Rowing requirements to become a Level 2 certified coach, intimate working knowledge of intercollegiate rowing and elite level rowing experience.
- Previous collegiate experience as an athlete or coach required.

**Position Description**  
**Head Men's and Women's Varsity Rowing Coach**  
**Page 3**

---

- Previous collegiate experience in coaching or teaching rowing as an athlete or coach preferred.
- Knowledge of NCAA and MARC rules and regulations.
- Effective interpersonal skills required.
- Previous fund-raising or marketing experience is a plus.
- Must possess a valid driver's license.
- Ability to travel, work nights and weekends required.
- Ability to lift approximately thirty (30) pounds.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.