



NRR PROGRAMS COORDINATOR

Position Summary:

The Programs Coordinator will provide coordination and oversight to ensure all youth programs and ABL run smoothly. This includes ensuring coaches do their jobs safely and in accordance with NRR policies and procedures. This position requires close coordination with the head coach and operations manager. This individual should possess a general understanding of coaching objectives and strategies. However, advanced coaching knowledge is not required.

Pre-Season Responsibilities:

- Work with the head coach & operations manager to create a budget and slate of program offerings for each season. Analyze sign up trends to determine what programs to continue or discontinue, and where to add more resources.
- Partner with the operations manager to develop program descriptions, pricing & promotions for review and approval by the board of directors. Work with the NRR board coach coordinator with the recruitment and hiring of paid coaches. Create and/or revise job descriptions for coaching positions. Recruit volunteer junior coaches. Create coaches offer of employment letters, verify employment documents, and NRR coaching requirements.

Spring/Fall Season Responsibilities:

- Prior to the start of each program, meet with the coaching staff to finalize program schedule, regatta participation and registration deadlines. Update season fact sheets and share with operations manager for regatta central preparation.
- Work with the coaches and parent volunteer hospitality team for organizing regatta logistics. Bill and collect additional regatta and hospitality fees.

In Season Responsibilities: July 1 – Mid August Mid June to Mid August

- Primary hours of availability: Monday – Friday from 7:30 am – 12:30 pm. This is only for the first few days of the start of a new summer program.
- On-site to supervise transitions from one program to the next.

- Schedule coaches; prepare class rosters, weekly schedules; update & reschedule sessions as needed. Send out new rower welcome letter and confirm all participants have completed swim test requirement.
- Collect time sheets; verify hours worked and email coaches hours to payroll liaison.
- Track expenses (manage money for gas, water, etc.); work with Treasurer to manage petty cash.
- Receives incident reports from coaches; determine appropriate follow-up. Consult with operation manager, facilities manager or others as needed.
- Lead point of contact for communications with parents.
- Recruit, train, schedule volunteer coaching assistants for ABL.
- Arrange for orientation of new members.
- Attend board meetings to report on program activity.
- Liaison for the Trinity Hall agreement

Post Season Responsibilities:

- Conduct debriefing with coaches and operations manager to determine successes and improvements.
- Prepare, submit recommendations to the board for the next season.