

Job Title: Assistant Director of Rowing
Reports To: Director of Rowing
Time Requirement: Full Time with Flexibility
Date Revised: 1/1/2026



I have received a copy of this job description and understand that I need to read it and abide by it as a condition of employment.

Print Name

Date

Signature

PURPOSE AND OBJECTIVES

A Pioneer Valley Riverfront Club (PVRC) Assistant Director of Rowing provides leadership and instruction to the coaching staff and participants of the program s/he/they coaches. S/he/they designs, leads, conducts, promotes, and evaluates on- and off-water rowing programs, fitness programs, and the coaching staff who assist in providing these services for the assigned program. The Assistant Director of Rowing works directly for the Director of Rowing and indirectly for other PVRC leadership to oversee use and care of equipment and the facility; to ensure consistent program quality; and to undertake other projects to support the organization. The PVRC Assistant Director of Rowing is a welcoming, friendly, safety-minded ambassador to PVRC and the riverfront.

PVRC's One Boathouse Philosophy: All programs occurring at the Pioneer Valley Riverfront Club have equal value to fulfilling the organization's mission. While each program, usually led by a Head Coach, has its own objectives, every coach, participant, and volunteer acts with the best interest of the organization's sustainability. All resources are shared, all staff are included in communications, and all fundraising, donations, and revenue support the entire organization regardless of the source of the money, with the exception of restricted grants which have limitations of use. As a result, program overlap, intersection, and collaboration is encouraged to ensure everyone knows about all the programs occurring at PVRC.

ESSENTIAL JOB FUNCTIONS

PROGRAM PLANNING AND MANAGEMENT:

Together with the Director of Rowing, design, plan, evaluate, change, publicize, and organize yearlong coached rowing programs at PVRC within budgetary guidelines. Direct coaching staff and participate as a coach in the coordination, communication, and implementation of a program whose participants may include: youth and masters age 12-99, ranging from Introduction to Rowing to Competitive, community outreach groups, winter indoor programming, and summer options. Counsel with the Director of Rowing on how best to lead Head Coaches (Juniors, Masters, Strength and Conditioning, Dragon Boating, etc.) to coordinate facility, equipment, and staff needs. Maintain awareness of uncoached rowing programs (independent scullers) and their effect on use, scheduling, condition, and maintenance of shared equipment. In the absence of a program Head Coach, serve in that position as needed. Oversee and ensure consistent program quality, successful sharing of resources, equipment, and facilities and foster PVRC's One Boathouse philosophy.

ROWING TEAM REGATTA PARTICIPATION AND PLANNING:

With Director of Rowing and coaching staff, recommend regattas to attend that support the One Boathouse philosophy, oversee entries and lineups, ensure all deadlines (entry, payment, changes) are met, arrange

transport of all necessary boats and equipment, coordinate trailer sharing when possible, collaborate with parent liaison(s) to plan food service, communicate and enforce athlete conduct, arrival, and departure expectations, plan and supervise loading of trailer, supervise team and equipment, interact with regatta officials on PVRC's behalf, supervise unloading of trailer upon return in a timely manner so as not to deprive programs of shared equipment, track and manage expenses, and other issues as they arise.

SUPERVISING COACHING STAFF	RECRUITING	DEVELOPMENT/ PUBLIC RELATIONS	EQUIPMENT/ FACILITIES	GENERAL
<ul style="list-style-type: none"> ● Ensure safe and proper staff coverage for all coached programs this position is responsible for ● Design a practice schedule with balance of on-water and land training for all squads ● Create and/or oversee implementation of training plans ● Oversee chores and ensure their equitable completion among all squads ● Support assistant coaches in professional development to ensure level 2 coaching certification and beyond ● Mentor assistant coaches in the best practices and techniques of coaching and maintain own professional development ● Plan, with captains and coaches, June year-end Juniors banquet 	<ul style="list-style-type: none"> ● Plan with Director of Rowing (DOR) and Executive Director (ED) the priority of visits to high schools and middle schools in fall, winter, spring. ● Coordinate with relevant volunteer committees to grow all programs to mutually agreed-upon levels of participation ● Perform outreach to community groups as determined with ED and DOR 	<ul style="list-style-type: none"> ● Wear PVRC logoed apparel to regattas and whenever representing PVRC ● Provide performance summaries after regattas and other special events to be used in marketing ● Participate in PVRC's social media presence ● Attend community events to promote PVRC as determined with DOR and ED ● Support PVRC fundraising efforts by providing leadership to rowers and coaches participating in fundraisers such as Revelry and others ● Provide program data and information as needed for grants and other development support ● Ensure prompt response to phone 	<ul style="list-style-type: none"> ● Abide by opening, closing, and safety procedures ● Monitor condition of facilities and equipment ● Report maintenance and repair needs to Facilities and/or Equipment committee immediately ● Oversee maintenance and repairs, perform repairs when possible ● Work with Equipment Committee, DOR and ED to create and communicate procurement and equipment turnover strategy ● Report and account for purchases made with PVRC credit card or by other means for reimbursement ● Participate in maintenance, repair, movement, installation, and removal of barge and dock 	<p>In addition to following all current PVRC policies and procedures:</p> <ul style="list-style-type: none"> ● Participate in and support appropriate committees and task forces ● Promote One Boathouse philosophy by collaborating with non-rowing programming and events ● Attend Revelry, Rockrimmon Regatta, Rockrimmon Ergatta, and Springfield Sprints ● Attend or delegate to assistant coaches National Learn to Row Days, alumni event, open houses ● Serve alongside PVRC staff and participants in some volunteer activities ● Attend regularly scheduled meeting with DOR and/or ED ● Coordinate regular staff meetings ● Review, update, and abide by safety manual ● Review current policies and

		calls, voice mails, emails, text, and other messages.		procedures and contribute to revision <ul style="list-style-type: none"> • Complete Incident Report in every case of injury or major damage
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QUALIFICATIONS/REQUIREMENTS

- USRowing Level 1 completion and USRowing Level 2 in progress **or** USRowing Level 2 completion and beginning advanced coaching or Level 3
- Minimum of 2 years coaching experience
- CPR/First Aid certification
- Safe Sport certification
- US Coast Guard boating safety certification
- Valid driver’s license, can drive large pickup truck pulling boat trailer or willingness to learn
- Satisfactory completion of background check

KNOWLEDGE, SKILL, ABILITY REQUIREMENTS

- Excellent verbal and written communication skills with athletes, stakeholders, and parents when applicable.
- Ability to manage youth age 12+ and adults
- Knowledge of boating, water, and river safety
- Ability to safely operate an outboard motor launch
- Proficient computer skills including google docs, google sheets and the ability to learn new programs
- Ability to design, plan, budget, evaluate, change, publicize, organize, and implement coached rowing programs
- Effective leadership and decision making
- Excellent interpersonal skills
- Ability to work variable hours with occasional (variable depending on the time of year) early morning hours, evening hours and weekend/evening events
- Excellent time management skills
- Ability to approach work with positivity and creativity
- Able to react to change productively and to handle other tasks assigned due to changing circumstances and other duties as assigned

Analysis of Physical and Mental Demands of Position

Describe job responsibilities that require these physical demands.

<u>Strength</u>			
Standing	10-20	% of time	Coaching, Supervising
Walking	40-60	% of time	Coaching, Supervising
Sitting	20	% of time	Completing necessary tracking and documentation, written communication
Driving	5-10	% of time	Meeting with community partners, attending regattas and events
Lifting	50	lbs.	Boats and equipment
Carrying	50	lbs.	Boats and equipment
Pushing	100	lbs.	Boats and equipment
Pulling	100	lbs.	Boats and equipment

The following are physical and mental demands which may or may not be applicable to this position. Please **CHECK** the following abilities based on their use in accomplishing the essential job functions. The letter indicated should be the minimum required to accomplish the essential job function.

	not applicable	minimal	occasional	frequent	constant
Climbing			x		
Balancing				x	
Stooping				x	
Kneeling			x		
Reaching				x	
Handling					x
Hearing					x
Seeing					x
Depth Perception				x	
Color Vision			x		
Reading				x	
Math				x	
Communication					

Oral					x
Written				x	
Mechanical Concepts				x	
Operating Equipment				x	

Please list equipment which will be operated: Boats, trailer, motors, computers, alarm system

Mental Abilities	not applicable	minimal	occasional	frequent	constant
Interpreting			x		
Interpersonal Skills					x
Implementing				x	
Evaluating				x	
Organizing					x
Consulting				x	
Analyzing				x	
Specifying				x	
Presenting			x		
Supervising				x	
Ability to deal with					
Stressful situations				x	
Trauma, grief, death		x			
Public contact				x	
Decision making					x
Concentration					x

If there are any physical or mental demands which were not listed but are required to accomplish the essential job functions, please list below.

If frequent or constant were checked in any of the above categories, please describe the job responsibilities in which this ability is used.

All duties related to coaching, supervising boathouse and coaching staff, maintain and use of boathouse equipment

Assistant Director of Rowing - Western Mass - Row2K ad:

The Pioneer Valley Riverfront Club has an amazing coaching team, and we want you to be a part of leading it as our Assistant Director of Rowing. Take charge of our growing Juniors program, or established Masters team, or both for more paid hours. This position is a year-round, full-time, hourly position with competitive pay based on your qualifications and experience. While our expectation is for full-time work, there is room for flexibility. Nestled in the lush nature of Western Massachusetts with many affordable housing options nearby, PVRC is housed in a 125-year old boathouse on a stretch of the Connecticut River in Springfield, MA with minimal motorboat traffic. Our Director of Rowing will set you up for success with training plans and guidance. Your high energy, professionalism, and unwavering commitment to safety will lead you to thrive and grow with PVRC. Our experienced part-time assistant coaches will support you every stroke of the way. We travel to regional regattas and host two regattas plus outreach events and fundraisers which you will help plan, execute, and attend. We will value your knowledge and experience to help direct our programs, but rowing athlete coaching is the priority and a requirement. PVRC also offers dragon boating, kayaking, and hosts community events from the public park where it is located. PVRC is a 501c3 non-profit charity and an EEO, so qualified applicants will be considered without discrimination. Requirements: Minimum of 2 years' competitive rowing and 2 years' coaching including motor launch driving. Trailer pulling experience is preferred, but training will be provided. Certificates achieved or in process: Massachusetts Boaters' Safety, CPR/First Aid, Safe Sport, USRowing Level 2. Complete criminal background check. Positive attitude and interest in outreach activities to grow the sport of rowing to underserved populations. Please visit www.pvriverriverfront.org for a complete job description, find us @pvriverriverfrontclub on Instagram and reach out to see what we are all about.