



## DIRECTOR OF ROWING

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<b>Position Name</b>	Director of Rowing
<b>Status</b>	3 year contract
<b>Employment Fraction</b>	Negotiated with the successful applicant (1.0 FTE during rowing season, however position could be combined with some additional duties for the right applicant)
<b>Area of Appointment</b>	Middle & Senior School
<b>Position Reporting to</b>	Head of PE / Sport (Year 7 – Year 12)
<b>Direct Reports</b>	Director of Rowing Coaching & Performance Coordinator of Rowing Logistics Rowing Coaches
<b>Immediate Colleagues</b>	Sport & PE Staff

### **The School:**

Wilderness School is a non-denominational girls school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the Values and the reputation of the School and community. Staff members are expected to show a commitment to:

- Conducting their relationships with respect and kindness;
- Demonstrating high behavioural, moral, ethical and professional work standards;
- Working together to successfully manage change.

### **Job Purpose:**

To effectively lead and manage the Wilderness School Rowing Club in accordance with the Mission, Vision, Values and the Strategic Priorities of Wilderness School.

The Director of Rowing is responsible for the strategic and visionary leadership of the Wilderness Rowing Club as well as the coordination of rowing programs across the School ensuring that the students are well lead, perform well and have the opportunity to be part of the school's sporting community.

### **Key Areas of Responsibility:**

#### **Programs**

- Develop and implement a comprehensive rowing development strategy and program;
- Formulate and implement training programs and techniques;

## **Events**

- Plan, schedule, organise and oversee a range of events that provide the opportunity for Wilderness students to build skill, teamwork, community, competition, performance and celebrate their achievements;
- Coordinate and manage key events (Regatta, Camps, Selection / Recruitment / Retention, Welcome, Fundraising and Celebration Functions);
- Develop and publish an annual calendar of events and a weekly training schedule;
- Coordinate the activities of the Rowing Parents Committee and seek their assistance to run events; Use events to implement training and competition strategies e.g - Training programmes; Workshops; Camps or Tours.

## **Communication**

- Ensure that the whole Wilderness community can access key information in an efficient and timely manner;
- Utilise approved newsletters, assemblies, email, meetings and online media to communicate with the wider rowing community;
- Maintain and, where appropriate, communicate accurate team lists and attendance;
- Use communication strategies to:
  - o Reinforce our shared high expectations;
  - o Build community;
  - o Recruit students and coaches;
  - o Mentor student leaders;
  - o Improve and acknowledge effort and performance; and
- Document planning and report on progress;
- Respond proactively to the needs of the Wilderness Rowing Community.

## **Facilities & Equipment**

- Ensure that facilities are booked and maintained while the program equipment is well managed.
- Manage Facilities and Equipment in liaison with the Coordinator of Rowing Logistics;
- Ensure that high standards are maintained with regard to School Uniform for both training and competition;
- Seek approval for upgrades to equipment, facilities and uniform;
- Ensure that boats, oars and associated equipment are well maintained and repaired in a timely fashion as required.

## **Safety & Wellbeing**

- Maintain the safety of students, staff, parents and visitors at all times when engaged in or preparing for Rowing;
- Implement the Schools Risk Management Plan;
- Report on all incidents and / or potentially harmful situations.

## **Coaching**

- Provide high quality coaching to Wilderness students;
- Appoint appropriately qualified coaches to the program;
- Manage all coaches and staff associated with the activity (appoint, liaise, develop, train);
- Collaborate to create, implement and update a rowing specific training plan for performance and enjoyment;
- Direct, guide, support and review;
- Encourage learning & growth in the coaching staff, including developing and sustaining cohesion across all groups

## **Review**

- Reflect and report on the implementation of the activity against the markers on community feedback, planning and results;
- Report on Activity Specific KPI's;
- Report and monitor program finances (budget, acquit, report, identify efficiencies);
- Report on participation and competition results;

- Plan for future developments and performance.

## **Annual Commitments**

### **January & October**

- Rowing camps

### **Terms 1 and 4:**

- Wilderness competitive Rowing Season

### **Term 2:**

- Rowing planning & review
- Year 7 exposure to rowing PE program
- School Holiday period- Rowing camps and Tours as approved

### **Term 3:**

- Pre-season training

## **Key Tasks:**

- Take responsibility for girls involved in the rowing program to ensure a safe training and competition environment that complies with the School duty of care (eg. Rowing training and associated activities are supervised appropriately by qualified staff);
- Provide the Director of Rowing Coaching & Performance and Coordinator of Rowing Logistics Head Coach with the necessary support and advice to enable them to effectively undertake their duties;
- Ensure Wilderness Rowing Club is welcoming and inclusive, including the highest standards of health, fitness and wellbeing;
- Promote the sport of Rowing within the School;
- Take responsibility for the general administration and upkeep of the boat shed in conjunction with Coordinator of Rowing Logistics;
- Facilitate good communications between coaches, rowers, rowing families and the wider rowing community, in particular around events such as Regattas, functions, training, attendance, etc.;
- Prepare the annual Rowing budget and manage expenditure of all purchases and spending for the rowing club including, authorising expenditure within the constraints of the budget;
- Prepare a boat replacement strategy, together with other capital acquisitions eg. punts, engines, oars, ergometers, etc;
- Organise quotes for capital equipment along with other expenditure;
- Liaise with boat builders regarding specifications, work in progress, etc;
- Liaise with the Coordinator of Rowing Logistics regarding maintenance and repairs, together with other tasks to be carried out at the boat shed;
- Oversee the boating of crews in conjunction with the Coordinator of Rowing Logistics;
- Oversee the management and administration of Wilderness School crews at Regattas in conjunction with the Coordinator of Rowing Logistics and lead coaches;
- Take charge of the arrangements pertaining to pre-season Rowing camps or any visits away by the Rowing club; In liaison with the Director of Rowing Coaching & Performance, select and appoint coaches suitable for the success of the Wilderness Rowing Program;
- Encourage and organise in consultation with the Director of Rowing Coaching & Performance, coaching accreditation courses and other courses/seminars deemed helpful for coaches provided by Rowing Australia and Rowing SA;
- In consultation with the Director of Rowing Coaching & Performance, provide coaches with a Coaches Manual and any other coaching literature;
- Chair meetings for Coaches;
- Represent Wilderness School at Rowing SA meetings or other associated groups ie. rowing coordinators;

- Attend Rowing Parent Support Group meetings and facilitate the organisation of fundraising, events and new purchases for the club;
- Liaise with the Rowing Parents Support Group in conducting and running the Head of the River Presentation event;
- Appoint the Captain and Vice-Captain of Rowing and help them organise and run a Rowers committee for the benefit of Wilderness School Rowing;
- Coordinate with the Coordinator of Rowing Logistics and Captain of Rowing, boat loading and unloading for Regattas and Rowing camps;
- Manage service points for braids and awards;
- Write weekly Rowing newsletters for rowers and run a weekly Rowing meeting with all girls.
- Organise crew photographs;
- Work with the Property and Maintenance Department to ensure all facilities and equipment are maintained;
- Provide the Head of PE and Sport (Year 7 -12) with reports for the Life in the Wilderness, and the annual Semper Verus magazine and assemblies as needed;
- Plan and organise all tours, camps, major competitions outside the School competition.
- Implement, communicate and adhere to selection process for all crews;

### **Key Performance Measures:**

- Strategic planning processes adopted and implemented;
- Embrace a transparent and positive contribution to the ethos and values of the School;
- Ensure we provide challenging sporting experiences that promote and build within our students' team spirit, resilience, independence, self-discipline, responsible decision making and self-confidence;
- Ensure the rowing program and activities are well managed to meet School expectations and the student well-being program;
- Develop and maintain professional and positive student and parent relationships;
- Work collaboratively and cooperatively as a member of the PE and Sports Department;
- Attendance at required rowing events;
- Observe and or supervise as appropriate, after school sport fixtures and practice activities each term.
- Representation at appropriate forums;
- Evidence of risk management compliance for all events;
- Highly professional coaching and mentoring program;
- Student wellbeing and improved team results.

### **Qualifications, Skills and Experience:**

#### **Essential**

- Appropriate experience and coaching qualifications and a background relevant to the role;
- Be an authority in school Rowing programs;
- Have a broad range of experiences as a rower and a coach;
- Willingness to support and lead the Wilderness Rowing Club in accordance with the Mission, Vision, Values and the Strategic Priorities of Wilderness School.
- Possess exceptional leadership, facilitation and a deep understanding of the sport of Rowing, including technical knowledge;
- Ability to respond to information and communication issues in the School environment and manage appropriate analysis and intervention with data management;
- Capacity to show initiative;
- Ability to work in a team environment providing excellent communication skills and a 'can do' attitude whilst committed to prioritised tasks being met in a timely manner;
- Excellent interpersonal skills and ability to develop strong relationships with students, staff, parents, community members and other agencies and organisations in the sport;
- Evidence of ethical behaviour in all professional duties;

- Demonstrated capacity to foster independence, resilience, leadership and responsibility.
- Demonstrate experience in the use of ICT resources and software including MS Office, SEQTA and database applications.
- A willingness and capacity to contribute to the development of a strong Co-curriculum culture at Wilderness.

**Desirable**

- Experience in coaching and/or rowing administration at a School, Club or University level;
- Experience in a girls' school environment;
- Teaching qualifications (desirable but not essential).

**Special Conditions**

Some out of hours work is an essential component of this role.

The Director of Rowing will be required to attend meetings and functions as part of, and in addition to normal working hours.

**Applications**

Applicants from a teaching or non-teaching background are encouraged to apply for this position.

In the case of the successful applicant having teaching qualifications, a teaching load may be included within the role.

In the case that the incumbent is not a teacher, additional responsibilities in the broader co-curriculum program or in another sport or activity may be anticipated.

The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.

The successful applicant will be required to undergo a Working with Children Check, Provide First Aid Certification, Respond to Abuse & Neglect training and adhere to the School's Child Protection Policy.