

# Novice & LTR Program Coach

## Position Overview

Vero Beach Rowing (VBR) is seeking a passionate, hands-on Novice & Learn-to-Row Coach to lead programs introducing rowing to youth and adults. This role builds technical foundations, supports athlete development, and helps grow a thriving rowing community. Learn more about VBR programs at: <https://www.verobeachrowing.org/>

In addition to coaching responsibilities, the position includes serving as **either** the *Boathouse Manager* or the *Membership Manager*, depending on the candidate's skills and interests. Both pathways support VBR's operations and strengthen the overall experience of members and families.

- The Boathouse Manger's role is to support the operations of the Club with a focus on boathouse oversight and equipment management.
- The Membership Manager's role is to oversee the Club's recruitment and community engagement efforts and manage membership administration.

The Novice & LTR Coach reports to the Director of Rowing and plays a key role in program development, athlete engagement, and community outreach. The ideal candidate is a hands-on coach who is passionate about athlete development and expanding rowing opportunities for all.

## Key Coaching Responsibilities

- Design and lead Learn-to-Row programs for youth and adults.
- Serve as primary contact for novice athletes, parents, and new adult rowers.
- Track and report athlete participation data to support club grants and funding initiatives.
- Build relationships with local schools to increase awareness and participation in rowing.
- Coordinate community outreach events such as National Learn to Row Day and Row Beyond Diagnosis (a program for individuals affected by cancer).

## Additional Role Responsibilities:

Candidate will assume one of the two functional tracks below:

<b>Boathouse Manager</b>	<b>Recruitment and Community Engagement</b> <ul style="list-style-type: none"><li>• Manage Boat House maintenance issues and coordinate repairs</li><li>• Maintain digital communication channels</li><li>• Manage third-party relationships &amp; contracts</li><li>• Manage conference space</li><li>• Manage building entry logistics (key fobs, etc.)</li></ul>
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	<ul style="list-style-type: none"> <li>• Assist the DOR with visiting team logistics</li> <li>• Sit on the Operations Committee which oversees safety, building and equipment oversight, and boathouse technology.</li> </ul> <p><b>Equipment Management</b></p> <ul style="list-style-type: none"> <li>• Fleet Management</li> <li>• Manage rowing equipment maintenance and repairs</li> <li>• Maintain inventory of assets for insurance.</li> </ul>
<b>Membership Manager</b>	<p><b>Recruitment and Community Engagement</b></p> <ul style="list-style-type: none"> <li>• Sit on Membership Committee which focuses on: <ul style="list-style-type: none"> <li>○ Recruiting new participants and promoting rowing as a lifelong sport.</li> <li>○ Leading community outreach, recruitment, and retention efforts.</li> <li>○ Support broader club outreach and community initiatives.</li> </ul> </li> <li>• Represent Vero Beach Rowing at schools, National Learn to Row Day, and other community events to raise awareness and promote participation.</li> <li>• Build relationships with local schools to encourage youth participation and awareness of rowing.</li> </ul> <p><b>Membership Administration</b></p> <ul style="list-style-type: none"> <li>• Manage and maintain club documents (Waivers, Health records, Handbooks, etc.)</li> <li>• Maintain and distribute Club policies and other membership communications</li> <li>• Assist Membership Committee in organizing and communicating Club events.</li> <li>• Develop and execute annual membership surveys</li> <li>• Member on/off boarding</li> </ul>

## Qualifications

- Strong understanding of rowing technique, training methodology, and safety protocols.
- Prior coaching experience, ideally with youth, novice, or Learn-to-Row programs.
- Excellent interpersonal and communication skills.
- Ability to work collaboratively with staff, volunteers, and club leadership.
- CPR/First Aid certification (or willingness to obtain).
- USRowing Level 1 or 2 Certification preferred, but not necessary.
- Willingness to obtain USRowing certification, if needed.
- Availability for afternoon, evening, and weekend practices and events.

## Compensation & Benefits

- Competitive salary based on skills, education, and professional experience.
- PTO package

- Medical insurance reimbursement
- Professional development opportunities through USRowing and related organizations.
- Full access to the VBR facilities, including all fitness equipment and a high-quality fleet.

## **Ready to Join Us?**

Send your resume, references, and any questions you may have to Dan Schenk at [dan.schenk@verobeachrowing.org](mailto:dan.schenk@verobeachrowing.org)

## **About Vero Beach Rowing**

Vero Beach Rowing (VBR) is a 501c3 corporation founded in 2006 on the protected and verdant Indian River Lagoon which provides some of the best rowing water in the country. VBR hosts a vibrant youth rowing program with recorded competitive successes at the state, regional, and national levels with program graduates having been recruited to row at premier collegiate programs such as Stanford and Michigan State. In addition, VBR hosts adult Learn to Row sessions and continuing adult recreational and competitive rowing programs. VBR reaches out to our community to attract youth and adult rowers from disadvantaged segments and partners with numerous other community non-profits to bring rowing opportunities to as many individuals as possible; youth can participate regardless of financial ability to pay. Collaborating organizations include: The Boys and Girls Club, Hibiscus Children's Village, The Crossover Mission, the Wounded Warriors Project, Friends After Diagnosis, and more.

## **Equal Employment Opportunity**

Vero Beach Rowing, Inc. is an equal opportunity employer and does not discriminate based on race, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other protected status.

## **Disclaimer:**

This job description outlines the general nature and scope of responsibilities and is not intended as an exhaustive list of all duties, skills, or requirements.