



Cork city and county Get Rowing Coach/Coordinator Role Description- Part time

This is an outline of the expected responsibilities of the role

<p>Indoor Rowing Participation Programmes</p>	<ul style="list-style-type: none"> ● Ensure smooth delivery of all current indoor rowing programmes in Cork city and county. ● Explore new options in terms of hubs or programmes which can be delivered in Cork bringing sustainability and self sufficiency to the programme. <ul style="list-style-type: none"> ● Expand the Get Going Get Rowing programme in Cork into new Secondary schools using club hubs or using the current asset registry of rowing machines. ● Identify opportunities to grow income with these participation programmes with a view to reinvesting that income into programme delivery.
<p>Scheduling:</p>	<ul style="list-style-type: none"> ● Link in with schools and Cork Sports Partnership to get school details ● Liaise with schools to schedule classes <ul style="list-style-type: none"> ● Liaise with local rowing hubs to confirm availability for delivery of all classes. ● Schedule coaches to classes based on their availability <p>Complete and communicate scheduling with coaches' weeks before class starts</p>
<p>Asset management</p>	<p>Maintain an up-to-date inventory and manage the asset schedule of rowing machines in Cork city and county.</p> <p>Coordinate movement of ergs to meet schedule of classes, including booking the van to transport the machines and planning movements of the machines to and from schools.</p> <ul style="list-style-type: none"> ● Communicate plan for moving rowing machines with van driver
<p>Rowing Ireland and CSP updates</p>	<ul style="list-style-type: none"> ● Compile regular updates for the Get Going Get Rowing Manager and Cork Sports Partnership., ● Communicate frequently with GGGR Manager. ● Preparation of ad hoc updates as required
<p>Calendar Management</p>	<p>Manage and ensure enough resources (coaches and machines) to deliver programme in identified schools</p> <p>Meet and outline Get Going Get Rowing programme to potential new schools</p> <ul style="list-style-type: none"> ● Identify new areas of revenue generation ● Plan and staff rowing camps (If applicable)
<p>Camp Management (if applicable)</p>	<ul style="list-style-type: none"> ● Plan and schedule staff Learn to row camps <p>Administration of camps – including communications with campers, parents/ and coaches</p> <ul style="list-style-type: none"> ● Managing payment of camps and staff
<p>Communications</p>	<ul style="list-style-type: none"> ● Profile and analysis of Get Rowing Social media platforms ● Updates to Get Going...Get Rowing website and liaison with Rowing Ireland branding and communications
<p>Coaching</p>	<ul style="list-style-type: none"> ● May be required to deliver programme if coach unavailable



<p>TrY Coaching delivery</p>	<ul style="list-style-type: none">• Identify schools to deliver Try Coaching Workshop• Manage all invoicing for this• Supervise or arrange supervision of delivery of some classes in schools and ensure timely delivery of certificates for qualified participants.
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