



### Limerick/Clare Get Rowing Coach/Coordinator Role Description- Part time

#### This is an outline of the expected responsibilities of the role

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



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