

## **ROWING INSTRUCTOR- JOHN M.S. LECKY UBC BOATHOUSE JOB DESCRIPTION**

**DEPARTMENT:** *John M.S. Lecky UBC Boathouse*  
**POSITION TITLES:** **UBC Boathouse Community Rowing Instructor**  
**POSITION TYPE:** **Part Time/Casual**

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### **POSITION SUMMARY**

The role will provide front line services to students, faculty, staff, and community users through the administration of UBC Community rowing programs. As a first contact to UBC Athletics and Recreation's off-campus sport facility, it is vitally important that the student assists our patrons in a knowledgeable and professional manner. As our patrons are often first time visitors to the off-campus facility, it is essential the successful candidate is welcoming, and provides clear and concise directions when exhibiting knowledgeable of both city way-finding and sport instruction.

### **DESCRIPTION OF DUTIES**

The John M.S. Lecky UBC Boathouse requires Rowing Instructors to instruct junior and adult rowing programs. Job responsibilities of varying complexity connect the students to the bigger picture of the UBC Athletics and Recreation department's vision of creating a healthy, active, connected community. This position is also integral to the program's goal of increasing awareness about the sport of rowing and providing opportunities for people of all ages and abilities to better understand the value of teamwork while engaging in a sport that will challenge and develop the entire body. These duties include:

- Providing quality instruction to all rowing participants
- Upholding the safety first procedures at all times
- Assisting the Head Coach with training schedule, regatta planning, and travel itineraries
- Maintaining safety and cleanliness of equipment and boat bays, including inventory management and reporting
- Operating a coach boat
- Instructing participants in all boat classes, at all levels
- Following training plans for athletes
- Travelling to regattas
- Communicating with parents and/or guardians' regatta events, practices and other notices
- Minor maintenance and cleaning tasks as necessary
- Upholding and enforcing facility policies and procedures. This is done by ensuring patrons are using equipment properly as well as maintaining the cleanliness and safety of the facility.
- Attending all mandatory staff meetings
- Performing other duties as necessary

This role is integral to the operations and goals of the Department of Athletics and Recreation, including excellence in customer service, facility maintenance, and program management. Athletics and Recreation strives to create a healthy, active and connected community where each person is at their personal best and proud of their UBC experience. Our mission is to engage our community in outstanding sport and recreation experiences, to enable UBC athletes to excel at the highest levels, and to inspire school spirit and personal well-being through physical activity, involvement, and fun. To deliver on the mission we make decisions and prioritize work that will:

1. Increase participation
2. Deliver excellence on the national and world stage
3. Build school spirit
4. Nurture a strong sense of community
5. Cultivate an inspired workplace where staff are at their best

We focus our efforts and resources on delivering engaging, dynamic programs that increase involvement in sport and recreation and deliver performance success for the whole of our community. We provide unique and exciting student learning opportunities that foster personal growth, skill-building, and leadership development. We create high quality, community building events where people can connect, have fun, and get involved with UBC, recreation, and varsity sport.

### **SUPERVISION RECEIVED**

This position reports directly to the Facility and Programs Manager. The successful candidate will work under general supervision both independently and in a team environment. The employee works under a set of policies and procedures and is expected to defer to the

supervisor when any judgement or decision making outside of these parameters is required. This role maintains regular contact with the supervisor through email, phone, and in-person interactions.

## **QUALIFICATIONS**

Applicants that would be a great fit in this position are previous or current rowers. Those who have also had experience coaching and instructing groups of various ages and abilities and who have and/or are willing to get transportation out to Richmond, BC to coach are also considered a great fit. Someone who is enthusiastic about encouraging health and wellness through rowing instruction and can attest to those particular passions would be an ideal candidate for this position.

### **KNOWLEDGE, SKILLS, EDUCATION AND EXPERIENCE**

- Current or returning UBC Student (any level of degree or program)
- Previous Varsity rowing or previous rowing coaching experience
- Willing to obtain First Aid certification
- Must be detail-oriented
- Able to work evenings and weekends
- Able to work both in a team environment and independently
- Able to exercise sound judgment to solve problems independently
- Able to learn quickly
- Able to confidently speak to large groups of people
- Excellent problem solving skills
- Enthusiastic, organized, and responsible
- Classroom learning includes, but is not limited to: Business administration, Foundations of Coaching, Kinesiology, Anatomy and Biomechanics

### **WORK PLACE SKILL, PERSONAL DEVELOPMENT AND COMPETENCIES**

By the end of the work term, the successful John M.S. Lecky UBC Boathouse Rowing Instructor applicant will have will have gained:

- Experience dealing with conflict and developing constructive conflict resolution skills
- Coaching knowledge and skills
- Sport training knowledge and skills
- Rowing equipment maintenance and boat house maintenance skills
- Experience working with the public and developing effective listening skills to provide the best customer service possible and be able to respond to their needs in a timely manner
- Effective time management skills
- Supervisory skills and the ability to exercise authority in a professional manner
- Experience working in a health education environment

**APPLICATION SUBMISSION:** All applicants must submit a **Cover Letter, Resume, and Class Schedule** for the upcoming term. If you do not have a class schedule for the next term ready when you apply, please note this your cover letter. Applicants that fail to complete this will not be considered.