



Director of Adult Programs

Three Rivers Rowing in Pittsburgh is seeking a dynamic, organized and visionary individual to develop and oversee programming for the club's 400+ adult members. The club has an established group of six masters rowing teams and two dragon boat teams, from competitive to beginners, as well as winter (indoor) programs and summer recreational corporate teams. The successful candidate will build on past success, and help all adult rowers and paddlers reach their full potential.

Job Summary

1. Develop and implement TRRA coaching operations and policies as part of an onboarding process for all new coaches.
2. Work with Executive Director to develop masters programming that fits the needs of all current and new members.
3. Schedule and present all safety information to members and affiliates at two safety meetings per year.
4. Coordinate and work closely with masters program coaches to assist in boat usage for races, schedule and coordinate masters coaches meetings and serve as a liaison for all masters coaches.
5. Assist Race Director with planning annual Head of the Ohio Regatta and Pittsburgh Indoor Rowing Championships.
6. Assist boatman with placing boat/part orders, arranging off-site repairs and communicating equipment updates to members.

Essential Responsibilities

Corporate Rowing League

1. Organize the coaches and equipment for the Corporate Rowing League
2. Organize training plan, attendance and oversee payment collection and all other aspects of the league.
3. Work to maintain an active roster of 40 teams each session.
4. Recruiting and promotion for the Corporate Rowing League

Winter Rowing League

1. Organize coaches and volunteers for all sessions of the league.
2. Organize training plan, attendance and oversee payment collection and all other aspects of the league.
3. Recruiting and promotion of the Winter Rowing League

Masters Team Coordination

1. Support and coordination of Masters Rowing Programs



2. Support and coordination of Paddling Programs
3. Implement and assist coaches in enforcing new standard operating procedures
4. Schedule and conduct regular coach's meetings

Knowledge and Skills

1. Ability to use word processing and computer based data systems
2. Excellent written and verbal communication skills
3. Able to organize, prioritize, and manage multiple tasks
4. Experience in human relationships management and supervision
5. Possess a college degree
6. Rowing/Paddling Experience Preferred

Minimum Qualifications

1. Ability to work flexible hours and some weekend days and nights. Having consistent hours agreed upon with the Executive Director is necessary.
2. Maintain Act 33/34 clearance and AED and CPR certified.

Accountability

Reports directly to the Executive Director as supervisor.

Compensation and Benefits

This is a salaried full time position. The position will be under the guidance and policies of the TRRA Personnel Manual.

Performance Review

The position will be reviewed annually by the Executive Director

To Apply

Please email a current resume, cover letter and three references to TRRA Executive Director, Jenn Grieb at jenngrieb@threeriversrowing.org.

About TRRA

Three Rivers Rowing Association (TRRA) is a registered nonprofit 501(c)(3) committed to improving access to Pittsburgh's rivers through its two facilities—the Washington's Landing boathouse and the Millvale boathouse—and to providing programs and events for recreational and competitive rowing and paddling opportunities for the community. For more information, visit www.threeriversrowing.org.