

**AARC JOB DESCRIPTIONS
LIST “A” – KEY LEADERSHIP ROLES**

FACILITIES:

ROLE	FACILITIES MANAGER – Jerry H.
PURPOSE	Master steward of AARC facilities and equipment.
RESPONSIBILITIES	<p>1. Oversee stewardship of all AARC equipment and facilities.</p> <p>Includes:</p> <ul style="list-style-type: none"> --Equipment Maintenance and Repairs (shells, oars, launches & motors, ergs, truck, trailer) --Electronic Equipment and Repair (boat lights, megaphones, cox boxes, television and video) --Facilities Maintenance, including boat racks, erg hut. --Dock Maintenance --Recommend major new expenditures <p>Recommend policies to AARC Board of Directors.</p> <p>Collaborate with other Facilities “A” roles:</p> <ul style="list-style-type: none"> --Launch Gas & Launch Motor Maintenance --River Mower Lead <p>Serve as resource for Facilities “B” roles:</p> <ul style="list-style-type: none"> --Shell & Oar Inspection --Oar Painting --Boathouse and Dock Chores <p>2. Oversee observation of safety policies. Includes:</p> <ul style="list-style-type: none"> --River conditions --Participation in certified launch driver training <p>3. Oversee Implementation of AARC PBO Rack Rental</p>
LIMITS	
CALENDAR CONSIDERATIONS	Year-round.
AMOUNT OF TIME	Typically 15+ hours per week.
QUALIFICATIONS	Commitment.
CLUSTER LEADER	Board of Directors
OTHER COORDINATION WITHIN AARC	All Operations Leaders.

ROLE	<p>Supply Launch Gas & Inspect Launches and Motors. For full 2009 season (April – October).</p> <p>Role is available to be filled.</p>
PURPOSE	To keep launch boats operable for AARC programs.
RESPONSIBILITIES	<p>1. Launch Gas</p> <ul style="list-style-type: none"> --Check gas level in launch tanks --Keep AARC portion of gas storage shed arranged --Refill launch tanks as needed. <p>Special Requirements:</p> <ul style="list-style-type: none"> --Lift 30 pounds --Ability to drive AARC truck --Responsible for using an AARC bank card <p>Frequency:</p> <ul style="list-style-type: none"> --Check fuel levels and arrange twice weekly (30 minutes) --Refill tanks weekly (1.5 hours) <p>2. Launch & Launch Motor Inspection</p> <ul style="list-style-type: none"> --Inspect launch for damage --Log any damage and report to Boathouse Manager --Remove trash from launch interior --Check Oil in launch motor --Inspect motor for damage: prop, starter cord, choke, throttle, shift mechanism <p>Special Requirements:</p> <ul style="list-style-type: none"> --Inspection criteria training by Boathouse Manager <p>Frequency:</p> <ul style="list-style-type: none"> --Weekly (1.0 hours)
LIMITS	AARC Facilities Policies
CALENDAR CONSIDERATIONS	Season long (April-October)
AMOUNT OF TIME	See above.
QUALIFICATIONS	Commitment.
CLUSTER LEADER	Facilities Manager
OTHER COORDINATION WITHIN AARC	

ROLE	Oversee River Mowing (Tom K.)
PURPOSE	To keep Argo Pond navigable and safe for rowing.
RESPONSIBILITIES	Oversee river mowing operations for season. Includes: --Oversight of equipment. --Oversight of mower corps, including master scheduling and adding to mowers' training as appropriate. --Participate in mowing.
LIMITS	AARC Facilities Policies
CALENDAR CONSIDERATIONS	July and August emphasis; depends on weed growth.
AMOUNT OF TIME	Dependent on weed growth.
QUALIFICATIONS	Commitment.
CLUSTER LEADER	Facilities Manager
OTHER COORDINATION WITHIN AARC	

PROGRAMS:

ROLE	Adult Sweep Program Lead (Filled by Programming Committee)
PURPOSE	Take lead in designing and implementing overall sweep program
RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Establish structure/schedule for sweep rowing season (e.g., novice, “open”) 2. Review and update associated policies. 3. Recruit and hire coaches. 4. Supervise and evaluate coaches throughout the season. 5. Maintain high level of communication with coaches. 6. Serve as liaison between coaches and board of directors. 7. Evaluate programs at season’s end. 8. Develop and oversee execution of rower assessments. 9. Marketing 10. Develop and manage program budget.
LIMITS	All program goals and budget to be approved by AARC board
CALENDAR CONSIDERATIONS	Budgeting and search for head coach in September -December Big push for developing programs/coach hires in January – March Consistent involvement throughout season
AMOUNT OF TIME	5-10 hours week
QUALIFICATIONS	High level of familiarity with AARC and its programs.
CLUSTER LEADER	Programming Committee
OTHER COORDINATION WITHIN AARC	Sweep Head Coach Cox System Lead LTR Program Lead Board of Directors Governance Committee Finance Committee

ROLE	Cox System Lead (position to be filled)
PURPOSE	To support and enforce the Row:Cox policy.
RESPONSIBILITIES	<p>1. Maintain row:cox system for all Sweep rowers:</p> <ul style="list-style-type: none"> --Communicate the club coxing policy --Maintain a weekly row:cox ratio roster and post at boathouse on Mondays (can also send by email to Sweep registrants). --Support weekly advance coxing sign-up at boathouse, including for Learn-to-Row boats, by posting sign-up sheet. --Support coaches at practice in identifying next-to-cox members. <p>2. Coordinate overall coxing system, including serving as point person and resource for other Cox System Roles:</p> <ul style="list-style-type: none"> --Cox'n Training Coordinator --Cox'n Training Instructor
LIMITS	Must stay within the guidelines as presented in club policy; any variations from that should go to the board.
CALENDAR CONSIDERATIONS	Early April through end of October
AMOUNT OF TIME	1-2 hours per week spent updating ratio roster. Up to 1 hour per week of coordination.
QUALIFICATIONS	Commitment to getting current rosters posted at the boathouse.
CLUSTER LEADER	Adult Sweep Lead (Programming Committee)
OTHER COORDINATION WITHIN AARC	<p>Membership (for getting current rower rosters).</p> <p>Sweep Head Coach</p> <p>LTR Overall Lead</p> <p>Cox Trainer & Can't Cox Lead (as noted above).</p>

ROLE	Sculling Program Lead (Jerry Hoffman)
PURPOSE	Take lead in designing and implementing overall sculling program
RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Establish structure/schedule for sweep rowing season (LTS, Club) 2. Review and update associated policies. 3. Recruit and hire coaches. 4. Supervise and evaluate coaches throughout the season. 5. Maintain high level of communication with coaches. 6. Serve as liaison between coaches and board of directors. 7. Evaluate programs at season's end. 8. Develop and oversee execution of rower assessments. 9. Marketing 10. Equipment plan 11. Develop and manage program budget.
LIMITS	All program goals and budget to be approved by AARC board
CALENDAR CONSIDERATIONS	<p>Budgeting in September -December</p> <p>Developing programs/coach hires in January – March</p> <p>Consistent involvement throughout season</p>
AMOUNT OF TIME	5-10 hours week
QUALIFICATIONS	High level of familiarity with AARC and its programs.
CLUSTER LEADER	Programming Committee
OTHER COORDINATION WITHIN AARC	<p>Board of Directors,</p> <p>Governance Committee,</p> <p>Finance Committee,</p> <p>Other Program Leads</p>

ROLE	Learn-to-Row Overall Program Lead (to be filled)
PURPOSE	<p>To orchestrate the LTR program toward its overall goal of feeding AARC's Sweep program effectively. Involves a lot of moving parts.</p> <p>LTR is a unique AARC program in that participants are customers, not members. The 2009 program includes a schedule of 8 class sessions, April through July, with spots for ~70 participants.</p> <p>Key program goals, supported by a team of LTR leaders and instructors, plus AARC members and staff, are to support learnies in:</p> <ul style="list-style-type: none"> --Finding out about the class; --Registering for a class; --Sticking with the class; --Learning from the class; --Deciding to participate as an enthusiastic new AARC member.
RESPONSIBILITIES	<p>For 2009, lead implementation of the program as planned and budgeted by AARC's Programming Committee. In general:</p> <ul style="list-style-type: none"> -Serve as program point person and chief troubleshooter. -Contribute to efficiency, beginning with ensuring all leaders, members, and employees are working from shared blueprint. <ol style="list-style-type: none"> 1. Serve as resource for LTR program's leadership team: <ul style="list-style-type: none"> --LTR Customer Service Lead (see job description); --LTR Marketing Lead (see job description). 2. Provide for LTR class resources: <ul style="list-style-type: none"> --<u>Overall</u>. Facilitate everyone's role by providing quick reference to LTR sessions across calendar weeks (e.g., post at boathouse). --<u>Instructors</u>. Find out from Programming Committee the 2009 plan for recruiting and preparing LTR instructors (with job description, curriculum, orientation, training, etc.). <ul style="list-style-type: none"> -Observe launch driver certification policy. If certification is needed, set up training (~2-4 weeks in advance). -Facilitate new instructor practice (e.g., at QC and/or NLTRD), including barge, and observation of instruction from launch. -Learn about AARC personnel policies asap; follow policies for requesting <u>instructor payment</u> at end of class session. --<u>Equipment</u>. Work with Head Sweep Coach to confirm guidelines for allocating boats and oars between regular Sweep program and LTR. LTR lead communicates agreed-upon plan to instructors; Head Coach communicates plan to coaching staff.

	<p>--<u>Cox'ns</u>. Work with Row:Cox Administrator to confirm shared understanding of plan for LTR class cox needs).</p> <p>--<u>Empty LTR boat seats</u>. Work with Programming Committee to determine policy regarding any expectations of AARC members for subbing if LTR class outings have empty boat seats. LTR Lead to inform class instructors; Head coach to inform coaching staff.</p> <p>3. Links to AARC Sweep Program:</p> <p>--<u>Sweep training philosophy</u>. Inform LTR instructors of any Programming Committee guidelines for 2009.</p> <p>--<u>"Applied" Weeks</u>. Find out from AARC Programming committee the purpose of Applied weeks and the Programming committee's expectations, if any, of LTR program leaders and LTR class instructors. Take lead in communicating the Applied plan and expectations to LTR roles.</p> <p>--<u>AARC Membership Chair</u>. With LTR Customer Service Lead and AARC Membership Chair, determine plan for inviting learnies to become members and for links to club activity during class sessions (plan for receiving newsletter, for invitations to club BBQs, etc.).</p> <p>4. Program Assessment.</p> <p>At end of season, take lead in assessment; report to board.</p>
LIMITS	Observe 2009 program goals and budget approved by AARC board.
CALENDAR CONSIDERATIONS	Class schedule begins April and ends July.
AMOUNT OF TIME	Weekly effort.
QUALIFICATIONS	A passion for rowing and commitment to LTR program goals.
CLUSTER LEADER	Programming Committee is LTR Lead's primary resource.
OTHER COORDINATION WITHIN AARC	Coordinate all program goals and plans as outlined above.

ROLE	LTR Marketing Lead (position to be filled)
PURPOSE	To implement a high-impact LTR marketing effort.
RESPONSIBILITIES	<p>Pick up on the 2009 marketing efforts underway:</p> <ol style="list-style-type: none"> 1. Become briefed by Programming Committee and/or LTR Program Lead regarding LTR marketing plan to date and total budget available. <ul style="list-style-type: none"> Assess need for any additional marketing efforts; recommend any new elements to LTR Lead. (There's a set of ideas available as a resource. 2. Lead implementation of marketing plan underway (outlined below), adding your creative edge throughout. <ol style="list-style-type: none"> a. <u>Promotion "events."</u> <ul style="list-style-type: none"> -- National Learn-to-Row Day (May 16); free to participants; primary host is U-M Men's Crew. -- Quick Catch (June 6); AARC host; Rec&Ed registration. <p>For these events, serve as AARC's non-technical lead:</p> <ul style="list-style-type: none"> --Work with tech lead to ensure a shared plan, including rain plan. --Work with LTR Customer Service to understand LTR registration status and thus goals for the event. <p>--For QC, learn from Programming Committee how registration was set up (e.g., cap, deadline, any LTR discount, etc.) and Rec & Ed contact for registrant names & e-ddresses.</p> <ul style="list-style-type: none"> -Message registrants *at least* one week in advance to reinforce interest and prepare them (e.g., clothing, water, rain plan). -Let QC Tech Lead know count at least one week ahead. <p>--For NLTRD, work with U-M contact to understand plan for day and for event's publicity. Offer to add publicity in order to make this event work hard for AARC's LTR needs (e.g., as appropriate, add info to news media calendars ~4 weeks in advance, consider LTR flier designed around this event as a free trial, etc.)</p> <p>--For both events, use AARC Stewardship set-up for support:</p> <ul style="list-style-type: none"> -Read job description for the support roles; -See Stewardship sign-up for list of names signed up; -Contact event support list *at least* one week ahead to clarify plan for day and rally troops for LTR enlistment goals. <p>--Make the events high impact in spreading the rowing word. For example, consider:</p> <ul style="list-style-type: none"> -Displays of photos and videos (ask event support crew for help and/or ask Stewardship Admin about new job slots); -Promote events among full AARC membership (e.g., in Weekly Catch and/or at Boathouse). <p>--For both events, use participant e-dresses to follow up (~"Thanks for coming, and I can help with any questions you have, etc.")</p>

	<p>b. <u>LTR flier/poster</u>. --Design and produce flier copies (a 2008 template is available). --Use AARC's Stewardship for Poster Crew (read job description and see sign-up sheet; contact signees with plan). --Stimulate ideas for flier placement, etc., among all involved.</p> <p>c. <u>AARC web site</u>. --Consider ways to add edge to AARC web site presentation of LTR (e.g., testimonials are available from 2009 LTR participants). Share ideas with LTR Lead & AARC Communications Lead.</p> <p>3. Implement any additional 2009 efforts you recommend. --If additional paid advertising, arrange media and ad production. --If no-cost promotion elements, develop and implement as needed (e.g, write and submit articles and/or press releases, implement use of social networking media, auction participation, etc.).</p> <p>4. At end of season, assess 2009 marketing plan with LTR Lead, and recommend changes and/or ideas for future.</p>
LIMITS	Stay within approved budget for marketing element of LTR budget.
CALENDAR CONSIDERATIONS	Spring is prime time for ensuring marketing visibility.
AMOUNT OF TIME	Varies by week, with overall 2009 effort skewed to April-May. It's a small window in which to channel a lot of energy.
QUALIFICATIONS	Enthusiasm for promoting LTR.
KEY AARC RESOURCE/S	Adult LTR Lead Programming Committee
OTHER COORDINATION WITHIN AARC	Webmaster. Treasurer (for all expenditures, provide AARC Reimbursement Form). Poster crew. Quick Catch & NLTRD support teams and technical leads.

ROLE	LTR Customer Service Lead (role to be filled)
PURPOSE	Leading role in serving LTR customers and potential customers in a way that helps fill classes, retains students throughout class sessions, and encourages participants to become AARC members.
RESPONSIBILITIES	<p>1. <u>Pre-registration</u>:</p> <ul style="list-style-type: none"> --Receive and respond to inquiries. --Be alert to ways offering is and isn't matching customer needs. --Be alert to frequent questions that may be addressed via something like FAQ on web site. --Establish registration <u>deadlines</u> for class sessions so that students and instructors know status of class at least 10 days in advance. Generally anticipate if a session will have sufficient registration. Help figure out how registration may be realized, and keep everyone informed, especially students, session instructor, and LTR Program Lead. <p>2. <u>Registration</u>:</p> <ul style="list-style-type: none"> ---Form classes from registration process & confirm with participants and LTR instructors. <u>Learn Club Express set-up from Membership Chair.</u> --Respond to all registrants' requests for changes, scholarships, etc. Know and implement all relevant AARC policies (including refund, financial aid, youth participation in Adult LTR and Adult Sweep Program). <p>3. <u>Post Registration</u>:</p> <ul style="list-style-type: none"> --Following LTR program plan, serve as key communication link to students throughout class sessions: <ul style="list-style-type: none"> - If there is an "Applied" element, know plan. - Work with Membership Chair regarding plan for links to club during and after the class (e.g., newsletter list, BBQ invitations, process for inviting students to become AARC members). - Work with Merchandise Lead for LTR t-shirt plan. - Generally, serve as AARC point person for questions and needs beyond domain of class and class instructor. --Request LTR <u>class evaluations</u> and review with LTR Leadership Team to assess and improve LTR program and implementation.
LIMITS	Observe all AARC policies about LTR (including policies about refunds, financial aid, and youth participation).
CALENDAR CONSIDERATIONS	April – June is prime time for all three areas of responsibility.
AMOUNT OF TIME	Varies according to registration patterns and LTR plan. Minimum 2 hours per week. Organization helps with efficiency.
QUALIFICATIONS	Enjoy interacting with lots of new people.
CLUSTER LEADER	Programming Committee / LTR
OTHER COORDINATION	LTR Program Lead & LTR Marketing Lead. AARC Membership Chair

OTHER PROGRAM CLUSTER LIST A ROLES

ROLES ARE FILLED, WITH DESCRIPTIONS UNDER DEVELOPMENT:

YOUTH SWEEP PROGRAM LEAD: Susan E.

WINTER TRAINING PROGRAM LEAD (08-09): Kristi J. & Nikki L.

REGATTA LEAD: Russ M.

MCI REGATTA LEAD: Marcia L.

MEMBERSHIP:

ROLES ARE FILLED, WITH DESCRIPTIONS UNDER DEVELOPMENT:

MEMBERSHIP LEAD: Marcia L.

STEWARDSHIP SYSTEM ADMINISTRATOR: Justin C.

WEBMASTER: Ted D.

COMMUNICATIONS LEAD: Michelle N.

FINANCE:

ROLES ARE FILLED, WITH TECHNICAL CHALLENGES TO TRANSFERRING COMPLETED DESCRIPTIONS:

TREASURER: Rachel C.

ASSISTANT TREASURER: David C.

FINANCE COMMITTEE MEMBER/ADVISOR: Mike T.

SPECIAL PROJECTS:

ROLES ARE FILLED, WITH DESCRIPTIONS UNDER DEVELOPMENT:

STEWARDSHIP SYSTEM DEVELOPMENT: Karen G.