

AARC JOB DESCRIPTIONS

LIST B -- PROGRAMS

ROLE	Cox Training Lead
PURPOSE	Coordinate training sessions for new rowers to learn cox skills for purpose of Sweep Program's policy of shared coxing.
RESPONSIBILITIES	<p>Primary responsibilities:</p> <ol style="list-style-type: none"> 1. Schedule and publicize coxswain training sessions approximately monthly. Training is in basic skills (on land and basic water safety/steering) for Sweep program practices. 2. Coordinate schedule with launch-certified instructor for each session. 3. At each training session, serve as dock support. 4. Provide all trainees with AARC coxswain's manual . <p>Other Responsibilities: Consider types of cox training useful to membership, and make suggestions to Adult Sweep Program Lead (Programming Committee) . For example: --advanced coxing? --racing tactics (sprint & head race)?</p>
CALENDAR CONSIDERATIONS	May through September
AMOUNT OF TIME	Estimated 3-4 hours per month.
QUALIFICATIONS	Familiarity with coxing and coxswains' manual
CLUSTER LEADER	Programming Committee
OTHER COORDINATION WITHIN AARC	Cox System Lead Adult Sweep Lead Cox'n Training Instructors

ROLE	Cox Training Instructor
PURPOSE	Teach Sweep Program rowers basic coxing skills for purpose of Sweep Program's policy of shared coxing.
RESPONSIBILITIES	<p>Primary responsibilities:</p> <ol style="list-style-type: none"> 1. Serve as instructor for coxswain training sessions held approximately monthly. Training is in basic skills (on land and basic water safety/steering) for Sweep program practices. 2. Work with Cox Training Lead to determine schedule. <p>Other Responsibilities:</p> <ol style="list-style-type: none"> 1. Support "Process Documenter's" work of learning about and documenting a checklist for these training sessions.
LIMITS	Observe AARC Coxing Manual
CALENDAR CONSIDERATIONS	
AMOUNT OF TIME	Approximately 3 hours per month.
QUALIFICATIONS	AARC Launch Driver Certification
CLUSTER LEADER	Programming Committee
OTHER COORDINATION WITHIN AARC	Cox System Lead Adult Sweep Lead (Programming Committee) Cox'n Training Lead

ROLE	Morning Scheduler (April-June; July-Aug.; Sept.-Oct.)
PURPOSE	To schedule morning rowers for the sweep program
RESPONSIBILITIES	<p>Use the established system to schedule rowers for morning Sweep practice sessions, including tasks below. The first rower to do this should know the established system.</p> <p>Use established system guidelines to:</p> <ol style="list-style-type: none"> 1. Maintain high level of communication with morning coaches. 2. Serve as liaison between coaches and morning rowers. 3. Create lineups in the event there is no coach. 4. Familiarity with dark rowing rules in order to enforce rules (securing a launch and driver if needed). See AARC Rules at www.a2crew.com, Find out from Adult Sweep Lead (Programming Committee) the 2009 guidelines for securing a launch driver. 5. Be responsible (in conjunction with the coach) for canceling practice if conditions warrant it, according to system guidelines. 6. Communicate with the row/cox administrator and assign coxswains prior to practice, according to system guidelines. 7. Recruit morning rowers to fill out a boat, i.e. you have 7 rowers and need to fill an 8. Report any issues to the coach. 8. Contribute to gradually documenting the system guidelines, so that more morning rowers can use the system as intended.
LIMITS	None
CALENDAR CONSIDERATIONS	None
AMOUNT OF TIME	1-2.5 hours week
QUALIFICATIONS	Internet access and participant in AARC morning sweep program.
CLUSTER LEADER	Adult Sweep Lead (Programming Committee)
OTHER COORDINATION WITHIN AARC	AARC Coaching Staff Safety Chair

ROLE	LEARN-TO-ROW POSTER CREW
PURPOSE	LTR Recruitment. Help create awareness of LTR classes by hanging fliers/ posters in high-impact locations.
RESPONSIBILITIES	<p>Following plan to be communicated by LTR Marketing Lead, expect the following types of responsibilities:</p> <ol style="list-style-type: none"> 1. Post at least 15 posters per poster crew member in high-impact locations. 2. Refresh posters mid-way through LTR season according to plan.
LIMITS	
CALENDAR CONSIDERATIONS	April and May.
AMOUNT OF TIME	Estimate 2 hours during each month.
QUALIFICATIONS	
CLUSTER LEADER	Programming Committee / LTR
OTHER COORDINATION WITHIN AARC	Support LTR Marketing Lead.

ROLE	NATIONAL LEARN-TO-ROW DAY SUPPORT – May 16
PURPOSE	Learn-to-Row Recruitment
RESPONSIBILITIES	<p>The U-M Men’s Rowing Club serves as primary host for this event, but AARC has the most to gain (LTR recruits).</p> <p>Following event leadership of U-M and AARC LTR Marketing Lead:</p> <ul style="list-style-type: none"> -- Be present (at dock/boathouse) and generally willing to help. --Help with instructing participants to use ergs (demonstrate, lead, etc.). --Serve as 1 of 5 experienced rowers per 8+ boat, enabling NLTRD participants to sit/row in 4 seats. Coordinate with other experienced rowers to carry boats. --Be an overall rowing ambassador. In particular, inform participants about AARC’s LTR program. Answer questions; share your experience; etc. --Help with registration process
LIMITS	Support the AARC and Michigan Men’s NLTRD Leaders.
CALENDAR CONSIDERATIONS	Must be available for NLTRD event on date of: May 16.
AMOUNT OF TIME	Up to 4 hours on May 16.
QUALIFICATIONS	AARC member. Sweep rowing experience. Enthusiasm.
CLUSTER LEADER	Programming Committee / Learn to Row
OTHER COORDINATION WITHIN AARC	None.

ROLE	QUICK CATCH SUPPORT – June 6
PURPOSE	Learn-to-Row Recruitment
RESPONSIBILITIES	<p>Following event leadership of Quick Catch Instructor and LTR Marketing Lead:</p> <ol style="list-style-type: none"> 1. Serve as 1 of 5 experienced rowers per 8+ boat, enabling QC participants to sit/row in 4 seats. Coordinate with other experienced rowers at the event to carry two boats. 2. Help set up and store ergs. 3. Be AARC ambassadors. Answer questions and generally welcome the QC participants. <p>Other Responsibilities:</p>
LIMITS	Support the Quick Catch Leaders.
CALENDAR CONSIDERATIONS	Must be available for Quick Catch on date of June 6.
AMOUNT OF TIME	3-4 hours
QUALIFICATIONS	AARC member. Sweep rowing experience. Enthusiasm.
CLUSTER LEADER	Programming Committee / Learn to Row
OTHER COORDINATION WITHIN AARC	None.

ROLE	QUICK CATCH INSTRUCTOR (TECHNICAL LEAD) – June 6
PURPOSE	Learn-to-Row Recruitment
RESPONSIBILITIES	<p>Serve as technical lead for the event in collaboration with LTR Marketing Lead and Barge Instructor.</p> <ol style="list-style-type: none"> 1. Determine overall schedule for the event (ergs to barge to shell). 2. In advance of event, work with LTR Marketing Lead and Barge Instructor regarding technical needs. 3. Provide participants who have no rowing experience with an enjoyable and safe participative introduction to the sport. 4. Support AARC “Process Documenter’s” work of learning about and documenting a “Quick Catch Plan/Agenda.”
LIMITS	Observe all AARC Safety Rules and Guidelines.
CALENDAR CONSIDERATIONS	Event date of: June 6.
AMOUNT OF TIME	Estimated 6 hours.
QUALIFICATIONS	<p>AARC Launch Certification (or arrangement to have a certified driver with you).</p> <p>Prior rowing instruction experience or confidence to appear as if you have it (you are representing AARC’s LTR program).</p>
CLUSTER LEADER	Programming Committee / LTR Program
OTHER COORDINATION WITHIN AARC	

ROLE	QUICK CATCH BARGE INSTRUCTOR – June 6
PURPOSE	Learn-to-Row Recruitment
RESPONSIBILITIES	<p>Support the technical leadership for the event in collaboration with QC Instructor (Tech Lead) and LTR Marketing Lead:</p> <ol style="list-style-type: none"> 1. In advance of event, work with QC Instructor regarding overall instruction plan (ergs to barge to shells). 2. Provide participants who have no rowing experience with an enjoyable and safe participative introduction to the sport. 3. Be a rowing and AARC ambassador.
LIMITS	Observe all AARC Safety Rules and Guidelines.
CALENDAR CONSIDERATIONS	Event date of: June 6.
AMOUNT OF TIME	Estimated 6 hours.
QUALIFICATIONS	<p>Experience steering barge or arrangement to be trained. Prior rowing instruction experience or confidence to appear as if you have it (you are representing AARC's LTR program).</p>
CLUSTER LEADER	Programming Committee / LTR Program
OTHER COORDINATION WITHIN AARC	