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**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Assistant Director of Rowing and Head of Junior Rowing**

**Responsible to**: Director of Rowing and Director of Sport

**Functional Relationships with:** Sports Directors, SLT, TiC sport codes, coaches, managers, MAGS staff, students, parents, College Sport, Sport Auckland, Rowing New Zealand

**Hours of Work:** Full Time including Sunday work during the rowing season, camps and regattas in Term 1 and 4.

**Objectives:**

The position exists to ensure the smooth running and on-going development of Rowing.

Responsible for assisting the Director of Rowing in the Administration of Mount Albert Grammar School Rowing.

Responsible, in conjunction with the Director of Rowing, for the recruitment, retention, and technical, physical and mental development of our Junior rowers.

**Key Tasks:**

Assist with tasks associated with the sport of rowing, this could include, but is not limited to:-

* Organisation, advertisement and coaching of Learn To Row
* Recruitment of Year 8s from feeder schools into the Rowing Academy
* Lead coach of U15 and U16 squads
* Assist with entries on Rowit
* Assist with parent communication
* Assist with the organisation of uniforms
* Work alongside the Director of Rowing in coach development
* Communicate with coaches around sessions
* Communicate with school around results and publications in the newsletter
* Make sure all EOTC and RAMS forms are completed
* Maintain and manage the MAGS Rowing social media outlets
* Liaise with West End Rowing Club around plant allocation
* Ordering of taxis and/or van’s.
* Book appropriate facilities on school site for land trainings

Uphold the MAGS way and nurture the culture of the Boat Club

Uphold the positive reputation of Rowing within the school

Build professional relationships with teaching staff to maximise potential of our student athletes

Any other duties requested.