

Yale Community Rowing

Coach Intern / New Haven Program liaison

They will be employed from approximately 06/01/20 until 07/31/20

Pay: \$13.75

Job Description:

This job entails implementing both an athletic rowing component as well as an academic / social program with the assistance of the Yale Community Rowing staff for select participants from the Elm City Communities/Housing Authority.

From 06/01 – 07/05, hours to be determined by intern.

The coach intern will help promote this program to the possible participants and their family members. They will work with both the Yale Community Rowing staff, Elm City Communities/Housing Authority staff and New Have Promise staff to organize and coordinate participants, including but not limited to creating a promotional flier, distributing waivers and medical forms. This may require contacting previous members as well as visiting the various housing authority units we have worked with in the past to find new participants. The goal will be to get 20-25 participants. They will also be responsible for organizing an open house prior to the official start date.

From 07/06-07/31 the program will run approximately 8:30am – 1pm, Monday – Thursday.

During this time, the coach intern will organize participants at the Elm City Communities/Housing Authority locations prior to daily bus pickup, including making sure health and permission slip forms are on file for the participants before boarding the bus on the first day as well as taking daily attendance and lunch orders. They will ride the bus with the participants to the Gilder boathouse and oversee the participants during the trip. It is essential that the coach intern is able to implement bus rules and oversee the participants' behavior while on the bus.

At Gilder Boathouse:

Coach interns will work closely with the director and remaining summer coaching staff to oversee attendance and organization into appropriate boating line ups. Stretches will then be led by them. They will also discuss goals for the day and implement the director's on-land and on-the-water instruction.

During the on-the-water Learn to Row sessions, coach interns will steer the barges and/or instruct participants with the assistance of the remaining coaching staff. They are expected to be encouraging and supporting all participants regardless of athletic ability.

They will also maintain all safety standards while on the water (river traffic pattern & no horseplay) and off the water (respecting the boathouse and no horseplay on land).

At the end of each practice the coach interns will debrief each crew post practice highlighting what was good and what they will need to work on at the next practice. They will also at this time work with the director in creating a line up and game plan for the following day's practice.

Coach interns will work with our directors to implement the education and/or social (self-esteem) component of our program. They will have the assistance of the director and remaining coaching staff in specific activities. Exact program details will be finalized with the director prior to the start of the program.

Coach interns will ride the bus back to the housing authority with the participants and oversee their safety at this time.

During the course of the program, the intern will communicate with New Haven Promise to organize an event during the sessions for participants to take their New Haven Promise Pledge.

Essential Responsibilities

- Help create a promotional flier for the program, intern should have basic computer skills and access to word or google docs
- Communicate with parents/guardians and participants as to the details, scope and expectations of the program, intern may be asked to make phone calls to past participants and/or email them
- Organize and oversee a 20-25 children Monday – Friday approximately 9am – 1pm. This includes time spent on the bus.
- Identify and respond to camper behavior issues.
- Ensure that the site is kept clean, organized, and free of litter.
- Communicate with parents about participant's experiences and report concerns to director.
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Know and understand ALL emergency procedures associated with the program.
- Know, enforce, and follow all safety guidelines associated with the program areas. This includes but is not limited to being responsible for participants' safety and their whereabouts at all times.

Requirements

Qualifications - Required

- Ability to lead, plan, organize, and implement program activities.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills.

Qualifications - Preferred

- First Aid and CPR certification.
- Previous experience working in camp, youth programs, recreation, working with children, or in a related field.
- Bilingual in English/Spanish is a plus

Physical Demands

- Must have the physical ability to lead and participate in camp activities which include, but are not limited to, rowing, team building initiatives, physical games, and activities.
- Must have the ability to restrain and physically support children when needed for safety in general camp activities (child weighing 50 - 200 pounds).