

Program Manager, Cohasset Maritime Institute

Job Description

Organization Description. Cohasset Maritime Institute (CMI) promotes the extraordinary maritime heritage of Cohasset, Massachusetts through rowing for all ages and skill levels. Since 1994, our programs enable youth and adults to experience the teamwork and camaraderie unique to rowing and appreciate the amazing coastal waters off Cohasset. CMI strives to develop and promote sportsmanship, fitness, rowing skills, teamwork, and friendship for youth and adult rowers. CMI provides opportunities for participation in safe and challenging rowing events where competition, inclusiveness, and performing to the best of one's abilities are equally valued.

Primary Responsibilities. The primary responsibility of the Program Manager position is to advance the club's mission to help deliver safe, sustainable programs and events that teach and promote the benefits of rowing to our community of adults, youth and their families.

Under the direction of the CMI Executive Director, areas of responsibility include:

- **Manage Erging Programs**

CMI's Erging Program offers 2-3 multi-session erging classes per month (using Concept 2 Indoor Rowing Machines) for adult and youth participants, delivered via a combination of online and in person instruction.

- Coordinate program staffing by CMI coaches and coxns.
- Coordinate delivery, pick-up and related questions. Keep track of maintenance with the Boat&Equipment team.
- Coordinate use and timing of in person erg sessions at Cohasset Rec Center and CMI Boathouse.

- **Manage On-water Programs**

CMI's on-water rowing programs include 1-person sculling and 4-person sweep rowing programs for youth and adults from April-October at Mariner's Park on Cohasset Harbor.

- Develop, with the coaches, class schedule for youth by grade/ age/ experience
- Manage, with the Executive Director, participant communications with adults, parents and youth during registration and throughout the program.
- Manage ongoing participant communications including set-up, pop-up boats, substitutes, weather, no shows and staffing.
- Manage boat usage schedule for CMI's fleet of singles, doubles and fours.

- **Manage Boathouse Usage**

- Oversee CMI staff's boathouse management including water, supplies, float plans, cleaning and trash removal.

Required Qualifications

- Experience with coaching rowing
- Ability to communicate effectively with adult and youth rowing participants, parents and staff.
- Seasoned computer literacy and online capabilities. Ability to learn new technology is very

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important.

- Excellent written and verbal skills.
- First Aid, CPR, AED certification, or willingness to attain such certification(s) upon hire.
- Bachelor's Degree preferred.
- References, a background check and CORI certification will be required.

Position Details. The CMI Program Manager is a part-time professional position. The job demands are seasonal in nature, including high-activity spring and summer program registration periods. The time commitment will be heavier in these peak program registration periods and will taper off when registrations and staffing are completed. The Program Manager reports to the Executive Director.

Location. Administrative tasks are performed from a home office, and hands-on tasks related to ergs and on-water rowing are performed at the CMI Boathouse or Cohasset Rec Center in Cohasset, MA.

Desired start date. April 1, 2021.

To apply, please submit resume and cover letter to CMI PM Search Committee Chair, Lisa Hewitt Dick, at lmhewitt@jamalam.net