

## Job Description

**Job Title:** Program Director  
**FLSA:** Exempt  
**Department / Site:** Cohasset Maritime Institute  
**Reports To:** Board of Directors

### Mission of Cohasset Maritime Institute

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.

### General Summary / Overview Statement:

The Program Director will lead CMI's mission of developing youth and young adults by building essential skills while furthering the maritime traditions of Cohasset. The Program Director will be responsible to both formalize and further develop a structure to manage, expand and deepen the reach of CMI's offerings by; developing more opportunities for youth, adults, staff, overseeing and expanding adult programs and furthering the mission of CMI.

Working closely with the Administrative Director, President and Board of Directors, the Program Director will be responsible for organizing and developing youth and adult offerings and defining the future direction of youth rowing opportunities.

### Principal Duties and Responsibilities:

- Serve as the head coach of the youth rowing. Serve as primary communicator to parents in collaboration with the Administrative Director.
- Lead the adult rowing program.
- Lead the design and development of youth seasonal rowing, adult seasonal rowing, learn to row programs, as well as indoor and online erg workout offerings and scheduling of crews in collaboration with Administrative Director.
- Manage and lead the CMI Staff that deliver the youth and adult programs to CMI members

Management dRole	Lead Hiring	Mentor	Supervise	Manage training	Define Job Description & Set goals & objectives
<b>Program leaders (Collegiate)</b>	Yes	Yes	Yes	Yes	Yes

<b>Management dRole</b>	<b>Lead Hiring</b>	<b>Mentor</b>	<b>Supervise</b>	<b>Manage training</b>	<b>Define Job Description &amp; Set goals &amp; objectives</b>
<b>Coxns, Erg Leaders &amp; Shore Managers (Collegiate &amp; HS)</b>	Yes	Mentored by Program Leaders	Supervised by Program Leaders	In collaboration with Program Leaders	Yes
<b>Coxn-Coaches &amp; Erg Leaders (Adult)</b>	Yes		Yes	Yes	Yes

- In collaboration with the Administrative Director, develop and secure board approval of business plans outlining: Program directional trajectory, service offerings, sports policy, fundraising goals, and budget projections
- Research and propose opportunities for expansion in competitive rowing for youth and other collaborative opportunities consistent with goals of CMI
- Oversee racing program for youth and adults, facility use, and maintenance schedule for boats and equipment

### **Qualifications:**

First Aid / CPR Certified

Previous rowing experience at college varsity or club level

Exposure to budget management

Must possess valid driver's license, be comfortable driving a boat trailer, and pass state mandated CORI

### **Skills and Abilities:**

Ideal candidates will be self-directed, collaborative and a dynamic mentor

Demonstrated ability to develop and mentor staff of all levels (program leaders, coxswains, coaches, shore managers)

Demonstrated success managing staff and growing programs

Coaching experience preferred

Managerial experience preferred

### **Working Conditions:**

Position requiring consistent movement, physical endurance, bending, lifting potentially over 50lbs, pushing, walking, and actively rowing for extended periods of time

Position requires extended periods of time manipulating rowing equipment and other equipment (motors, lifts, trailers) and balancing on uneven terrain (marshes and launch areas) and platforms (such as docks and boats)

Position involves prolonged periods of time of both standing and sitting (in both office environment and in the field) as well as working for prolonged periods of time outdoors including in potentially inclement weather

**Approvals:**

_____	_____
Title	Date
_____	_____
Title	Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.