

Director of Programs and Administration

Texas Rowing for All

Hours: Part-time

Salary: \$800 per Month

Organization:

Founded in 2009, Texas Rowing For All's ("TRFA's") is an award-winning non-profit whose mission is to provide paddling and rowing activities for people with physical, sensory, and intellectual disabilities. Our primary focus is the Austin community and surrounding populations. Our primary venue is beautiful Lady Bird Lake. TRFA provides a variety of rowing programs, including programs for Wounded Warriors, students at the Texas School for the Deaf, students from the Texas School for the Blind and Visually Impaired, and students with special needs from Austin High School. Our organizational goal is to provide a caring, team-based environment where everyone can excel and enjoy the sports of rowing, kayaking, and canoeing.

Position Overview:

TRFA seeks to hire a part-time Director of Programs and Administration who will be responsible for overseeing existing programs and **expanding the participation and visibility of TRFA programs within the community**. The Director will directly interact with principles and stakeholders within the community, as well as oversee the weekly program/coaching schedule in an administrative role. The Director will report to the TRFA Board on a monthly basis. We anticipate that the position will require an average of 15 hours per week throughout the year.

Primary Responsibilities:

Commitment to Healthy Living for People with Disabilities:

- The Director must enjoy working with a diverse team and helping others succeed through positive motivation.
- The Director must be an advocate for active and healthy lifestyles for people with disabilities through rowing and paddling and must be able to instill passion for these sports in our participants.
- The Director must have enthusiasm for seeking new opportunities for our organization through networking with other people and organizations, and advocating for people with disabilities in the community.

Program Development:

The Director's primary task will be to increase participation in existing TRC programs by 1) improving the participant retention rate, and 2) utilizing networking opportunities with other programs serving people with disabilities within our community. This strategy will likely include:

- Expanding relationships with existing partner agencies, such as Texas School for the Deaf, Texas School for the Blind and Visually Impaired, MacBeth Recreation Center, and Special Olympics;
- Developing new relationships with other organizations and programs that provide services to people with disabilities;
- Strengthening relationships with current participants by monitoring existing program activities and gathering direct feedback from participants to improve the quality of services provided; and
- Developing a system (with the assistance of the coaching staff) to monitor the progress of all of our athletes to help them to continually achieve and exceed their personal goals.

Administrative Processes and Management:

The Director must be organized and handle basic administrative tasks for TRFA, including:

- Maintaining a database of participant information;
- Generating invoices and tracking payments owed to TRFA, and working with the TRFA treasurer to ensure timely payments to TRFA contractors and third-party merchants;
- Managing the accumulation of written and visual content and working with the website administrator to get these items onto the website and other social media in a timely fashion;
- Coordinating training staff for the various TRFA programs throughout the week, and helping to resolve scheduling and staffing conflicts; and
- Maintaining communication with community stakeholders and media outlets regarding TRFA programs and events.

Qualifications:

The TRFA Director position is an excellent opportunity for someone who has a passion for helping others live healthy lives. We are looking for someone with the skills to promote existing programs through innovative solutions that increase community-wide awareness and participation. We are looking for a candidate that possesses the following qualities:

- A history of community leadership and volunteering;
- Experience overseeing and developing schedules;

- Strong organizational skills and the ability to clearly and concisely produce progress reports on TRFA events that will be reported to the Board of Directors;
- Personal values of honesty and integrity;
- Ability to foster and maintain relationships with other community organizations;
- Ability to network within the community to promote specific organizational initiatives;
- Interest in learning to row and paddle (prior experience is a bonus but not required), and
- Willingness to work independently and manage programs and coaches.

Compensation:

The TRFA Director will be paid a salary of \$800/month and provided with a free membership to Texas Rowing Center.

Interested parties should contact Matt Knifton at matt@texasrowingcenter.com no later than June 15th. Please provide a resume attachment.