



We promote the physical and mental wellness of cancer survivors and their community through dragon boating.

Dragon Boat Charleston

Program Coordinator Job Description

Classification: Year-round, Full-time exempt

(Average of 40 hours per week. Some weekends, evenings and travel required.)

Reports to: Executive Director of Dragon Boat Charleston

Functional Relationships: Works closely with Executive Director (ED), meeting weekly to plan and coordinate activities. Interacts frequently with committees and other volunteers as well as DBC members to schedule events and trainings and to organize practices, races, special events and other activities as needed.

Statement of Impact: Dragon Boat Charleston (DBC) is a nonprofit organization that promotes the physical and mental wellness of cancer survivors and their community through dragon boating. Consistency in wellness has been proven to prevent the recurrence of cancer and to improve the overall health of patients and survivors. We strive to improve the mental and emotional health of survivors through team involvement and community support.

Mission Delivery: DBC coordinates wellness, fitness and social/support programs focused on dragon boat recreational paddling, racing and other wellness programs developed for cancer survivors and for community members who support cancer survivorship. Club membership represents a wide range of interests, commitment and physical abilities. DBC is committed to providing all club members with options for achieving and maintaining physical and mental wellness.

Position Summary: The DBC Program Coordinator (Coordinator) works within the DBC committee structure to provide administration, direction, leadership and oversight for paddling, fitness and wellness programs at DBC. The position will also support the ED in coordinating volunteers and activities for the annual Dragon Boat Festival. Primary focus will be on working with the Wellness and Water Committees. This individual will plan and coordinate both on and off water activities, which will include opportunities to develop paddling skills, gain strength and endurance, and improve flexibility. The Coordinator projects an attitude of enthusiastic support and encouragement, demonstrating commitment to the mission of DBC and dedication to bringing out the personal best of each team and paddler.

The Coordinator is responsible for ensuring a culture of sportsmanship, professionalism and respect at all levels. In collaboration with the ED, the Coordinator works with the Outreach Committee to recruit new members, including cancer survivors and supporters of all ages, in fitness and recreationally-oriented paddling and performance-focused paddling.

Major Duties:

Overall Programs and DBC Volunteer Management

- Coordinate teams of DBC member volunteers for large-scale actions
- Provide leadership, direction and oversight of activities and programs based on DBC Committee goals and initiatives
- Assist Committees to plan and promote a well-organized club structure supporting teams, paddlers, a robust fitness program and recreational club outings. Once planned, Coordinator implements programs.
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Arrange for appropriate training when needed
- Assign responsibilities to the right people for special events
- Collect information on volunteer skill sets and availability
- Keep detailed records of volunteers' information and assignments
- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.)
- Work with ED to provide weekly email correspondence to club members regarding schedule, updates, announcements and fitness and nutrition information



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- Produce schedules for everyday activities
- Disseminate information for upcoming actions and events
- Ensure the purpose of the organization and its actions are clearly communicated
- Demonstrate commitment to DBC's mission in all decisions and activities

Collaboration with Water Committee

- Manage practice schedules and provide timely communication to coaches, steerspersons and paddlers
- Manage the planning, scheduling, registration, preparation and logistics related to races and traveling teams in collaboration with coaches and team captains
- Assist with developing a recruitment and training program for steersmen, coaches and safety boat drivers
- Act as on-site point person for Festival Practice Weeks and On-Water Activities on Festival Day
- Ensure repairs/upgrades and other equipment needs are addressed in a timely manner and that the Safety Committee is notified of status
- Maintain inspection, repair, and inventory records for equipment and communicate needs/issues to ED
- Ensure the proper working condition of all equipment in coordination with the Equipment Committee
- Promote and enforce DBC's safety program in coordination with the Safety Committee

Collaboration with Wellness Committee

- Work with the ED and Wellness/Water Committees to coordinate an annual fitness and paddling camp for members
- Implement an off-season fitness program

Collaboration with Outreach Committee

- Works with the ED and Outreach committee to implement a recruitment plan for new paddlers.

Administrative

- Work closely with ED on budget management
- Complete weekly time and activity reports

Knowledge, skills and abilities:

- Well organized, detail-oriented and capable of collaborating with ED and Committees to implement strategic initiatives and programs/events
- Strong background in customer service and volunteer coordination
- Understanding of team dynamics required
- Ability to work well with a variety of personalities
- Strong interpersonal skills, including experience in conflict management
- Experience in strategic and tactical planning
- Knowledge of principles of wellness, nutrition, and fitness training
- Background in athletics desired
- Basic computer knowledge
- Knowledge of website management a plus

Compensation: 40 hours per week, salary commensurate with experience: range \$28,000-\$38,000. No fringe benefits. Flexible schedule with paid Holidays. Work from home. It is expected that the employee is visible to paddlers a minimum of 2 times per week. Time off may not be used during a three-month period surrounding DBC's festival and paddling season opening. This period is currently March 1st through mid-May .

Please send resume, cover letter, three references and salary requirements to Amy Brennan on or before September 1: amy@dragonboatcharleston.org.