

Operations: Equipment and Scheduling Manager

Summary

The Equipment and Scheduling Manager coordinates the assignment of all equipment (boats, oars and launches) for all CRI programs and for team travel. The Equipment and Scheduling Manager serves a primary and critical role in the functional of our recreational and competitive programs by allocating equipment and space resources equitably across all programs. This role embodies CRI's mission by ensuring that resources are allocated to best support each of CRI's programs in reaching its potential.

Areas of Responsibility

Scheduling and Planning:

- Schedule equipment for programs and classes to ensure needs are met and equipment is effectively shared between programs
- Maintain and manage a boathouse calendar of programs and events in shared spaces
- Collect and contribute information on program scheduling improvements that utilize CRI's equipment to its greatest potential
- Coordinate boat sharing between programs for all races (home and away)
- Create a shared usage plan for all races and communicate it to coaches and trailer drivers
- Devise trailer plans for each trailer trip that are safe and efficient

Communication:

- Collaborate with coaching staff to understand equipment needs for their programs, and work to meet as many needs as possible while treating each program equitably.
- Communicate the equipment schedule in an easily accessible and accurate manner to members and coaches
- Communicate special circumstances that affect equipment usage (broken equipment, special events) to coaches and staff, and help them to understand what equipment they should use instead
- Coordinate usage of the building and CRI equipment by all visiting crews, including proper preparation with safety and procedural protocols.
- Advocate best practices for equipment care and processes that can help to preserve the life of our equipment and maintain the safety of our participants
- Work with external vendors and community partners as necessary to facilitate a positive experience for those who rely on our equipment

Organization and Inventory Control:

- Maintain accurate inventory of all rowing equipment, with yearly assessments and valuations in concert with boatman
- Maintain current registrations for all launches, vehicles, and trailers
- Devise, refine and implement strategies for optimizing our equipment usage and reducing preventable breakage.

Skills and Attributes

- Strong leadership, interpersonal and organizational skills
- Excellent written and verbal communication skills
- Proven ability to work with others collaboratively and effectively
- Ability to solve practical problems and deal with a variety of concrete variables in a broad range of real time situations
- Ability to effectively present information and respond to questions from coaches and community members
- Creative, self starter who is energized by sharing our mission and message to our community in an approachable, positive and enthusiastic manner

Reports to: Director of Operations

Direct Reports: None

Physical Requirements

- Ability to step on uneven surfaces to safely move between all water vessels and docks
- Ability to lift a 30 lb gas tank for every outing and carry it to and from the boathouse
- Ability to project your voice with assistance from a power megaphone
- Ability to stand for extended periods in adverse weather conditions on the water
- Ability to lift and move rowing shells and equipment as practical