QUEEN'S UNIVERSITY SUPPORT STAFF
POSITION SUMMARY

DEPARTMENT: Athletics and Recreation

POSITION NUMBER: 00500788 INCUMBENT:

TITLE: Assistant Coach – Football GRADE: 7

Job Summary

Reporting to the Head Coach, the incumbent is responsible to assist in the planning and implementation of the football program at Queen's University.

Under the direction of the Head Coach, this position collaborates with other members of the Athletics and Recreation department to ensure the appropriate level of service and support is provided to the team. Participating as a member of the inter-university unit, the incumbent works in close cooperation with the Manager, Interuniversity Sport Program and the Assistant Manager, Interuniversity Sport Program on the day-to-day operation of the program and assists in creating a departmental culture that embraces and supports athletes, coaches and teams in the pursuit of excellence and contributes to the formulation of programs and services that support general program development and the holistic needs of inter-university athletes.

Revenue generation is a key strategic priority for Athletics and Recreation (A&R), the incumbent will provide assistance, as directed by the Head Coach, to team fundraising activities that will directly support program costs. In this capacity, the incumbent will work with all other units within the Athletic & Recreation department, as well as the Alumni, the Office of Advancement, community partners, and other related business and sport groups in the Kingston area.

The Assistant Coach is also responsible to carry out department service projects as assigned annually by the Director, Athletics and Recreation.

Notes:

- ***Flexible work hours, including frequent evenings and weekends according to program or area needs will be required.***
- ***A Criminal Record Search-Vulnerable Sector Screening will be required of the successful candidate to assist in verifying the suitability of the incumbent for this position.***

Key Responsibilities - Sport

Under the direction of the Head Coach:

- Under the direction of the Head Coach, perform coaching duties as assigned in a manner that is consistent with the operation of a successful inter-university sport program including involvement in: team selection, team and individual goal setting; individual skill acquisition and refinement programs; in/off season strength and conditioning programs; input into season planning, tactical and technical preparation; practice planning, preparation and implementation; game preparation, management and evaluation; scouting, tape breakdown and evaluation; establishing athlete performance targets, evaluation framework and

feedback mechanism; program evaluation, maintenance of regular contact with athletes, etc.

- Assist with the implementation of a comprehensive and effective national athlete recruitment strategy and plan.
- Stay current with knowledge, trends and practices that are necessary to assist with building and maintaining a nationally competitive program.
- Provide administrative assistance and support, attending meetings, and where requested, assist on the day-to-day requirements of the program,
- Under the direction of the Head Coach, ensure that training, competition and use of equipment is conducted in a safe manner.
- Where requested, attend league meetings, follow league regulations, and maintain positive relationships with other sport governing bodies.
- Maintain a high profile, acting as an ambassador representing the team and university in, clinics, camps (etc.) to enhance the visibility and image of the university and program.
- Upon request, assist in the promotion and marketing of the team and under the direction of the Head Coach, participate in aspects of the Departments media, marketing and/or promotion plans.
- As directed by the Head Coach, assist other members of the A&R units to support athlete performance in each of their respective areas, such as injury prevention, management and rehabilitation, development of individual strength and conditioning programs, academic support programs, etc.
- Assist in fundraising activities and programs in support of the program (i.e. summer camps, technical clinics, summer leagues, fundraising tournaments, alumni fundraising initiatives, participate in events that promote and raise revenues, etc.).
- Interact with and support other varsity team programs, participate in department initiatives, attend department events/activities.
- Other duties as assigned by the Head Coach.

Key Responsibilities – Department

At the direction of the Director, Athletics and Recreation:

- Carry out project management responsibilities for activities/initiatives that are assigned by the Director on an annual basis. Projects areas may include, but not be limited to, athlete services (leadership, mentoring, tutoring), facility operations, administrative support, etc.
- Serve on departmental or campus committees working groups and/or task forces.

Required Background

- Minimum 3-year post-secondary education, preferably in Physical Education, Kinesiology, Sport Administration or Sport Management. University degree preferred.
- Fully certified at Level 2 NCCP (or equivalent), and actively pursuing Level 3 and 4.
- Experience coaching elite and/or post-secondary student-athletes is required.
- Demonstrated leadership, program development and athlete development skills at a high performance level
- Previous work experience working in sport administration, preferably within a university context
- Consideration will be given for the equivalent combination of education and experience

Special Skills

- Comprehensive knowledge of coaching systems and technical/tactical strategies, the ability to teach/coach/prepare for practice and games at a national level.
- Experience dealing with and developing high performance athletes in a university environment
- Knowledge and experience with game analysis programs and equipment.
- Excellent communication skills, oral, written and presentation. Ability to interact professionally and effectively with people at all levels
- Strong interpersonal skills, creative-thinking and the ability to work in a team environment
- Must be service-oriented and be capable of dealing with a wide variety of constituents
- A proven ability to elicit and foster trust, develop positive working relationships and work effectively with other coaches and athletes
- Ability to facilitate groups of people to work towards, and succeed with, shared goals
- Ability to exercise discretion, good judgement, and solid decision-making
- Organizational skills and time management abilities are essential. The incumbent must be result oriented, assuming responsibility for development, implementation and completion of projects/initiatives
- Knowledge of the university environment, rules, regulations, process and administration is desirable
- Proficiency in computer software applications, including all Microsoft programs.

Decision Making

The incumbent is expected to make recommendations regarding the areas listed below in a supportive capacity to the Head Coach and program.

- Athlete identification, recruitment, , selection, playing time
- team tactics, strategies, practices and competition schedules
- Athlete development principles, skill progression, on/off season training and conditioning
- Setting and monitoring individual/team goals, expectations, conduct, discipline
- Decision on prioritizing one's own duties and responsibilities
- Make recommendations regarding risk management and sport promotion plans

Signatures	**Date**
Incumbent	
Supervisor	
Department Head	