POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Head Coach – Women's Volleyball
DEPARTMENT: Athletics & Recreation – Inter-university Sport Program
POSITION NUMBER: 00129049
GRADE: 9 EFFECTIVE DATE: April 3, 2014

JOB SUMMARY:

Reporting to the Manager, Inter-university Sport Program, the incumbent is responsible for the overall direction, planning, budgeting, coordination, implementation and evaluation of the Women's Volleyball program at Queen's University.

The position requires extensive collaboration with all other members of the Athletics and Recreation department to ensure the appropriate level of service and support is provided to the inter-university team. Participating as a member of the inter-university unit, the incumbent assists in creating a departmental culture that embraces and supports athletes, coaches and teams in the pursuit of excellence. Further the incumbent contributes to the formulation of programs and services that support general program development and the holistic needs of inter-university athletes.

Community interaction and revenue generation are key strategic priorities for Athletics and Recreation (A&R). This will require close interaction with all other units within the Athletic and Recreation department, as well as the Alumni, the Office of Advancement, community partners, media and other related business and sport groups in the Kingston area.

The schedule for this position requires the incumbent to work evenings and weekends, according to program or area needs.

KEY RESPONSIBILITIES:

- Perform all coaching duties consistent with the operation of a successful inter-university sport program, including recruitment, team selection, personnel management, team and individual goal setting, creating individual skill acquisition and refinement programs, tactical and technical preparation, practice planning and preparation, game preparation, management and evaluation, scouting, scheduling, budgeting, athlete performance target, evaluation framework and feedback mechanism, program evaluation, equipment and uniform purchase coordination, maintenance of regular contact with athletes, etc.
- In collaboration with the Manager, Interuniversity Sport, design and implement a comprehensive sport development plan that is conducive to positioning Queen's at a competitive level to achieve provincial and national prominence. The plan shall include financial and support services required from other A&R units, annual and quadrennial performance targets, budget framework, team revenue generation targets, evaluation framework to measure performance against agreed upon targets, strategies to address risk management issues, coach/manager reporting and feedback cycles, etc.
- Stay current with knowledge, trends and practices that are necessary to build and maintain a competitive program. Attend league meetings and ensure compliance with all league regulations, maintain positive relationships with other sport governing bodies at the local, regional, provincial, national and professional levels.
- Maintain a high profile in the sport locally, provincially and nationally acting as an ambassador and resource representing the team and university in public speaking appearance, clinics, camps (etc.) Enhance the visibility and image of and the program and

university to contribute to the overall sport development in the community, region, province.

- In collaboration with the Manager, Marketing, Communication and Events, contribute to the development and implementation of a comprehensive sport promotion plan. The plan shall include strategies for marketing, communication and promotion of the program, building campus and community awareness of team personnel/schedule, attendance at games and competitions, engaging alumni and booster clubs in fundraising initiatives, activating team personnel in events that promote and raise revenues in support of the team and A&R in general.
- In collaboration with the Coordinator, Athlete Services, support and assist in implementing programs and services that support inter-university athletes, including maintaining accurate athlete records and databases, recruiting processes and protocol, admission cycle protocols, awards, bursary and scholarship protocols, academic support, eligibility, doping controls and other league competition requirements.
- Work in conjunction with 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.
- Working with the Marketing and Communication Unit, the Campus Recreation Unit and the Finance and Administration Unit, to develop annual revenues that will support specific program costs by operating directly or assisting in the operation of; camps, leagues, clinics, tournaments, hosting PSO/NSO events, fundraising events, alumni events, donation programs and other such strategies developed by A&R.
- Under a common A&R communication strategy, work to build strategic relationships with sporting (and, where applicable, non sporting) groups in the community to foster relationships, build networks, increase visibility, increase awareness, act as a resource, enhance community engagement, build loyalty and position the incumbent and Queen's as a sport leader.
- Participate in strategies and programs that increase the interaction of A&R, and specifically the women's volleyball team, coaches and players with elementary schools, high schools, and community club programs in the Queen's catchment area. Engage in leadership capacities with OUA, CIS, PSO, NSO, etc, that directly contribute to the development of the sport program and the visibility of Queen's as a national resource. At the request of the Director, Athletics and Recreation, serve on departmental or campus committees, working groups and/or task forces.
- The Coach is an integral member of the A&R team and as such is expected to support other programs, participate in department initiatives, attend events and take on annual projects as requested by the Director, Athletics and Recreation and/or the Director, Facilities and Business Development.
- Other duties as assigned by the Manager, Inter-university Sport Program.

REQUIRED QUALIFICATIONS:

- Minimum 3-year post-secondary education, preferably in Physical Education, Kinesiology, Sport Administration or Sport Management. University degree preferred.
- Previous work experience (5+ years) working in sport, preferably within a university context
- Demonstrated leadership, program development and athlete development skills at a high performance level
- Post-secondary coaching experience is required
- Satisfactory Criminal Records Check and Vulnerable Sector Screening required

- Fully certified at Level 3 NCCP (or equivalent), and actively pursuing Level 4/5 status
- Consideration will be given to an equivalent combination of education and experience

SPECIAL SKILLS:

- Comprehensive knowledge of volleyball coaching systems and 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
- 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 high degree of independence, allowing for initiatives to develop flexibly, quickly and appropriately
- 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, solid decision-making and maintain ethical standards consistent with university policy.
- 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:

- Athlete identification, recruitment, awards, selection, playing time
- Development of team tactics, strategies, practices and competition schedules
- Setting and monitoring team goals, expectations, conduct, discipline
- Selection and directing coaching and team support staff
- Public and media relations with respect to information/ accessibility to the program
- Prepare budgets making decisions on what equipment, supplies and services that are needed for the program
- Decisions on prioritizing one's own duties and responsibilities

SIGNATURES: Date

_____ _____

Incumbent

_____ _____

Manager

_____ _____

Department Head/Director or Designate