



Head Coach- Varsity Fencing Club Queen's University, Athletics and Recreation

Posting Date: July 25, 2018

Rate of Pay: Honorarium based on experience and departmental standard

Appointment Terms: Casual Employment

Closing Date: August 8, 2018

Apply by email to: michael.hermer@queensu.ca

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POSITION SUMMARY QUEEN'S UNIVERSITY – Casual Position

POSITION TITLE: Head Coach - Varsity Fencing Club

DEPARTMENT: Athletics and Recreation

JOB SUMMARY:

Reporting to the Coordinator, Sport Clubs the incumbent is responsible for the overall direction, planning, coaching, budgeting, coordination, implementation and evaluation of the Queen's University Varsity Fencing Club.

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 club program, including team selection, personnel management, team and individual goal setting, tactical and technical preparation, practice planning and preparation, game preparation, management and evaluation, scheduling, budgeting, evaluation framework and feedback mechanism, program evaluation, equipment and uniform purchase coordination, maintenance of regular contact with athletes, etc.
- Define and communicate team selection and deselection criteria and procedures at the commencement of each season to ensure student athlete clarity with the process. Define the criteria and processes to nominate for athletic awards, the athletic performance criteria to maintain athletic scholarships and the add/drop procedures for academic requirements.
- 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.
- In collaboration with the members of the Recreation and Sports Clubs unit, support and assist in implementing programs and services that support athletes in each respective area; team operations, OUA eligibility and compliance.
- Conduct regular in-season status and performance meetings with individual members to discuss monitoring and evaluation reports to ensure progress or determine suitable interventions if required.
- Other duties as assigned by the Manager, Recreation and Coordinator, Sport Clubs.

REQUIRED QUALIFICATIONS:

- Minimum 2-year post-secondary education, preferably in Physical Education, Kinesiology, Sport Administration or Sport Management. University degree preferred.
- Previous work experience (3+ years) working in sport, preferably within a university context
- Demonstrated leadership, program development and athlete development skills at a high performance level
- Satisfactory Criminal Records Check and Vulnerable Sector Screening required
- Valid Province of Ontario Class G driver's licence
- Fully certified NCCP, or equivalent certification
- Consideration will be given to an equivalent combination of education and experience

SPECIAL SKILLS:

- Comprehensive knowledge of sport-specific coaching systems and strategies, the ability to teach/coach/prepare for practice and competition at a national level.
- Experience dealing with and developing 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:

- Team selection, playing time
- Development of team, individual tactics, strategies, practices and competition schedules
- Setting and monitoring team goals, expectations, conduct, discipline
- Selection and directing coaching and team support staff
- 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