



**Associate Coach- Football, Offensive Coordinator  
Queen's University, Athletics and Recreation**

Posting Date: April 14, 2015  
Competition #: 2015-091  
Appointment Terms: Term appointment until June 30, 2018  
Closing Date: April 26, 2015  
Apply by email to: [click here](#)  
For more information: [click here](#)

**POSITION SUMMARY**

**QUEEN'S UNIVERSITY - GENERAL STAFF**

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POSITION TITLE: Associate Coach – Football, Offensive Coordinator

DEPARTMENT: Athletics and Recreation

POSITION NUMBER: 00500787

GRADE: 8

EFFECTIVE DATE: April 14, 2015

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**JOB SUMMARY:**

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

The position requires 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 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 – Football, to raise an agreed upon level of annual revenues that will directly support program costs. This responsibility may require close interaction with all other units within the Athletic and 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 incumbent also works in close cooperation with the Director, High Performance, Manager, High Performance Sport Operations and other department staff on the day-to-day operation of the program.

**Note:**

- ***Flexible work hours, including frequent evenings and weekends according to program or area needs will be required.***

**KEY RESPONSIBILITIES:**

Under the direction of the Head Coach – Football

- Perform all 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, personnel management, team and individual goal setting, individual skill acquisition and refinement programs, tactical and technical preparation, practice planning, preparation and implementation, game preparation, management and evaluation, scouting, tape breakdown and evaluation, athlete performance target, evaluation framework and feedback mechanism, program evaluation, maintenance of regular contact with athletes, etc.
- Stay current with knowledge, trends and practices that are necessary to build and maintain a nationally competitive program.
- Provide administrative assistance and support, attending and conducting meetings, liaises with the Manager, High Performance Sport, on the day-to-day requirements of the program,
- Assist with the development and implementation of a comprehensive and effective national recruitment strategy and plan.
- Ensure that appropriate risk management provisions are facilitated with respect to training, and competition and equipment within the jurisdiction of direct responsibility.
- Where requested, attend league meetings, ensure compliance with all league regulations, maintain positive relationships with other sport governing bodies. Maintain a high profile, acting as an ambassador representing the team and university in public speaking appearance, clinics, camps (etc.) to enhance the visibility and image of the university and program.
- Upon request, assist in the development and implementation of a comprehensive sport promotion plan and fully participate in all aspects of the Departments media and/or promotion plans.
- In collaboration with the Associate Director, 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.
- 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.

- Assist with alumni and fundraising activities and programs.
- At the request of the Executive Director, Athletics and Recreation, serve on departmental or campus committees working groups and/or task forces, and as such is expected to support other programs, participate in department initiatives, attend events and take on annual projects as requested by the Executive Director, Athletics and Recreation and/or the Director, Facilities and Business Development.
- Other duties as assigned by the Head Coach – Football and/or Executive Director, Athletics and Recreation or their designate.

### **REQUIRED QUALIFICATIONS:**

Minimum 3-year post-secondary education, preferably in Physical Education, Kinesiology, Sport Administration or Sport Management. University degree preferred.

- Previous work experience working in sport administration, preferably within a university context
- Satisfactory Criminal Record Check and Vulnerable Sector Screening will be required.
- Demonstrated leadership, program development and athlete development skills at a high performance level
- Post-secondary coaching experience is required
- Fully certified at Level 3 NCCP (or equivalent), and actively pursuing Level 4 and/or status
- Consideration will be given for the equivalent combination of education and experience

### **SPECIAL SKILLS:**

- Comprehensive knowledge of football 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, 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 decisions and/or recommendations regarding the areas listed below in a supportive capacity to the Head Football Coach and Football program.

- 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
- Decision on prioritizing one's own duties and responsibilities
- Make recommendations regarding risk management and sport promotion plans

**RESEARCH ASSESSMENT QUESTIONS:**

YES NO

**(must be completed)**

1. Is this position technical in nature in a teaching or research lab or lab-related area?  YES  NO

2. Does this position support a research project?  YES  NO

If yes, indicate name of the project:

3. Does this position report directly to a Principal Investigator (PI)?  YES  NO

If yes, indicate name of the PI:

**MANAGEMENT POSITIONS ONLY:**

For the positions that are direct reports, answer the following questions:

1. You have the right to hire or you make the effective recommendation to do so

YES

NO



2. You have the right to dismiss/discharge or you make the effective recommendation to do so

YES

NO

3. You are responsible for handling disciplinary matters including issuing written warnings

YES

NO

4. You are responsible for conducting performance appraisals

YES

NO

SIGNATURES:

Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Department Head/Director or Designate