

**Nipissing University  
Position Description**

<b>POSITION TITLE:</b>	Coach, Women's Basketball
<b>DEPARTMENT:</b>	Student Development and Services – Athletics
<b>EMPLOYMENT DEFINITION (STATUS):</b>	Contract - 3 years
<b>SALARY LEVEL:</b>	SL 5
<b>SUPERVISOR:</b>	Director of Athletics

**SUMMARY OF FUNCTIONS**

Reporting to the Director of Athletics, the Head Coach of the Women's Basketball program is accountable for the over-all administration, financial management and development of the program, and responsible for the coaching of the women's basketball team at Nipissing University. The goals of the Head Coach will be to create an environment conducive to the development of student-athletes within a program, which is integrally linked to the University. The Head Coach will guide the Program in a manner, which is consistent with the values of Nipissing University, and in accordance to its mission, vision and values.

The main areas of Responsibility of the Head Coach are to manage the program, successfully coach the team and recruit student athletes, generate revenue through camps, league, guarantees and other initiatives, as well as liaise with the community.

**Duties and Responsibilities**

**Program Management**

**(40%)**

The Head Coach is responsible for all of the administrative, financial and staffing requirements for the Program. This includes but not limited to:

- Develop, implement and monitor the program's annual plan
- Prepare an annual estimate of program expenditures
- Assist with completion of the team's competitive schedule
- Develop and staff the team's facility requirements for the year as well as develop a plan to implement those needs with other coaches
- Coordinate the team's travel, accommodation, equipment, uniforms, and audio visual equipment (in consultation with the Director of Athletics)
- Ensure the organization of all team related activities, including home games, training camps, practice sessions and other team functions
- Supervise the coaching and support staff which includes selection of staff and directing and delegating responsibilities, and evaluating performance
- Ensure that the athlete eligibility requirements (both Academic and Anti-Doping), as set out by OUA's, U Sports and Nipissing University are met by athletes
- Provide assistance to players for their academic or domestic needs, with assistance from Athletics Department
- Ensure that Nipissing University policies and procedures are adhered to including, but not limited to, Financial, Health and Safety, Code of Student Rights and Responsibilities, Laker Athletes Code of Conduct, etc.
- Participate in Laker Athletes Code of Conduct investigations and processes

### **Coaching the Team**

**(30%)**

The head coach will be responsible for creating an environment, which is consistent with the values of Nipissing University and will foster the all-around development of the athletes in the program. This includes but not limited to:

- Set annual program objectives which will motivate athletes to strive for their best potential performances both as a team and individually
- Develop the following
  - Annual training plans for the team and individual players
  - A team playing system which makes the best use of player's talents
  - Strategies for each competition
  - Practice plans
  - Regular evaluation of progress through the review of team statistics and other feedback
- Coordinate the work of the coaching staff
- Coordinate the participation of athletes in educational programs

### **Recruitment**

**(25%)**

Following the values of Nipissing University in terms of its educational mission, the Head Coach is responsible for recruiting players to the program, which will contribute to the realization of the program objectives. This includes but not limited to:

- Plan a multi-year program of recruitment in consultation with the coaching staff, based on the team's player needs for the coming season
- Develop a recruiting package
- Contact and liaise with potential recruits according to OUA's, U Sports and Nipissing University rules and regulations
- Coordinate the efforts of all coaching staff and other recruiters associated with the team
- Communicate and liaise with the Registrar's Office and University faculties regarding students who will be joining the Program
- Support the overall recruitment and retention efforts of the university
- Facilitate all Athletic Financial Award contracts and paperwork
- Assist the Sports Information Clerk with all media press releases and requests from media at large

### **Revenue Generation and Liaison**

**(15%)**

The Coach is accountable for the achievement of the self-financing objectives and general promotion of the Program as established in consultation with the Director of Athletics. This includes but not limited to:

- Participate in or collaborate on a specified number of revenue generating projects conducted by the Athletic Department, as indicated in its annual plan, for the benefit of all interuniversity sports
- Liaise with groups which can support the operation of the Program, such as the university community, families of players, sport governing bodies, sponsors, coaches association, and the external community
- Develop the support of the alumni such as the organization of alumni events, communication with the alumni, alumni support groups, and alumni fundraising,
- being an active member of the University community, etc.

- Promote the Program at the University generally by conducting and participating in activities such as attending banquets, conducting clinics, working with local club programs,
- Represent the University and the Program at conferences and provincial and national meetings

**Any other duties as assigned**

**QUALIFICATIONS:**

**Education:**

University degree in Physical Health and Education, Sports Administration, or a closely related field, combined with a minimum of five years' coaching experience, preferably as a head coach.

*Training and/or experience may be substituted for formal academic training at the discretion of the University.*

**Training, Experience, Knowledge & Skills Required:**

- A minimum of 5 years coaching experience, preferably at the University level, or equivalent
- Sport specific coaching training and certification
- Excellent leadership skills and the ability to recruit
- Knowledge of post-secondary system
- Ability to communicate effectively and efficiently
- Strong organizational, administrative and computer skills
- A proven record of integrity, high principles and demonstrated skill in developing and motivating students-athletes both academically and athletically
- A pleasant personality combined with a positive attitude is essential
- Ability to foster a cooperative work environment, get along and work well with other members of the department, supervisors and other employees within the University
- Certification in CPR and First Aid an asset
- Must be bondable and receive a negative Criminal Record Check (i.e. have not been convicted of a criminal offence for which a pardon has not yet been granted)

Demonstrated ability to build and maintain a successful basketball program; demonstrated positive interaction with students; administrative experience; a history of community involvement; experience in recruiting elite athletes. Familiarity with the Canadian basketball scene is imperative and University Sports experience would be an asset.

- Skill in identifying the “big picture”, breaking it down into appropriate tasks, and motivating a team to get the job done
- Broad knowledge and intensive understanding of university sport and recreational programming
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to deal courteously and effectively with all people
- Knowledge of problem solving skills
- Knowledge of supervision theory and practice to reflect openness and encourage communication
- Risk Management
- Excellent time management skills
- Coaching skills
- Negotiation and conflict resolution skills

- Team building skills
- Ability to motivate others

#### **RELATIONSHIPS/CONTACTS:**

**Supervised by:** Director of Athletics

**Supervises:**

- Assistant Coaches (part-time)
- Volunteers/Student Trainers

**Internal Contacts:** Students, Faculty, Staff

**External:**

- General Public
- Other University Coaches
- The Media
- User Groups (i.e. athletics)
- Representatives of other agencies and organizations
- OUA (Ontario Universities Athletics)
- U Sports
- Parents
- Prospective Students
- Alumni
- Medical Practitioners
- Professional Associations and Sport Organizations
- High Schools
- Community Groups
- Training Camps
- City Officials

#### **MATERIALS UTILIZED:**

- Policy and Procedures Manuals
- All athletic and basketball related equipment balls, weights, etc.)
- General office equipment
- First Aid Equipment and Materials

#### **PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:**

- Moderate exertion (a variety or mix of standing, walking, sitting, climbing, lifting, etc.)
- Visual, listening and mental concentration
- Considerable evening, noon hour and weekend work
- Travel and work outside of traditional working hours is required. Some overnight travel (30-40 times per year), but few long periods away
- Flexible work schedule is required

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**I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all my responsibilities as herein described.**

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Employee Name (please print)

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Employee (Signature)

\_\_\_\_\_  
Date

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant VP, Human Resources & Equity,  
Diversity & Inclusion

\_\_\_\_\_  
Date