

**Nipissing University
POSITION DESCRIPTION**

POSITION TITLE: Head Coach, Men's Soccer

DEPARTMENT: Athletics

EMPLOYMENT DEFINITION (STATUS): (Part-Time) Contract

SUPERVISOR: Manager, Intercollegiate Sports

DATE: January 2026

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Intercollegiate Sports, and accountable to the Director of Athletics, the Head Coach, Men's Soccer is responsible for the overall leadership, administration, management, and development of the Men's Soccer program at Nipissing University. The role includes the planning and delivery of a comprehensive competitive program that supports the athletic, academic, and personal development of student-athletes.

The Head Coach will foster an environment that is student-centred, inclusive, and aligned with the mission, vision, and values of Nipissing University, while ensuring the program is fully integrated within the broader University community. The Coach will lead the program in a manner consistent with University, OUA, and U SPORTS policies and standards.

Primary areas of responsibility include program management, coaching and competitive preparation, student-athlete recruitment and retention, revenue generation through camps and other initiatives, and meaningful engagement with alumni, supporters, and the wider community.

DUTIES & RESPONSIBILITIES:

Program Management:

The Head Coach is responsible for the overall administrative, financial, operational, and staffing management of the Men's Soccer program. This includes, but is not limited to, the following responsibilities:

- Develop, implement, and evaluate the program's annual operational and competitive plan in alignment with departmental objectives.
- Prepare and manage the program's annual operating budget, including expenditure forecasting and financial oversight.
- Assist in the development and coordination of the team's competitive schedule.
- Identify annual facility and operational requirements for the program and collaborate with Athletics staff and other coaches to coordinate access and implementation.
- Coordinate team logistics, including travel, accommodations, equipment, uniforms, and audiovisual needs, in consultation with the Manager, Intercollegiate Sports.
- Plan, organize, and oversee all team-related activities, including practices, training camps, team meetings, home competitions, and other program functions, both in-season and out-of-season.

- Recruit, supervise, mentor, and evaluate assistant coaches and support staff, including the assignment and delegation of responsibilities, in consultation with the Manager, Intercollegiate Sports.
- Ensure all student-athlete eligibility requirements—academic, athletic, and anti-doping—are clearly communicated, understood, and adhered to in accordance with OUA, U SPORTS, and Nipissing University regulations.
- Promote and uphold a culture of Safe Sport by ensuring compliance with University Safe Sport protocols, Codes of Conduct, and complaint-reporting procedures, and by modeling professional, ethical, and respectful behaviour at all times.
- Support student-athlete wellbeing by identifying, addressing, and reporting safety concerns, misconduct, or risks in a timely and appropriate manner, in collaboration with Athletics Administration and University partners.
- Ensure full compliance with all applicable University policies and procedures, including but not limited to financial policies, health and safety standards, the Code of Student Rights and Responsibilities, and the Laker Athletes Code of Conduct.
- Participate, as required, in investigations and processes related to the Laker Athletes Code of Conduct and related student-athlete support or disciplinary matters.

Coaching the Team:

The Head Coach is responsible for providing leadership and instruction that fosters a strong team culture, personal growth, and a positive student-athlete experience consistent with the values, mission, and expectations of Nipissing University. The Coach will create and sustain an environment that is safe, inclusive, respectful, and conducive to the academic, athletic, and personal development of student-athletes.

This includes, but is not limited to, the following responsibilities:

- Establish and communicate annual program objectives that motivate student-athletes to achieve their full potential, both individually and collectively
- Develop and implement comprehensive annual training plans for the team and individual student-athletes that support athletic development, academic success, recovery, and wellbeing
- Design and implement a team playing philosophy and system that maximizes individual strengths, supports competitive success, and reflects the values of the program
- Prepare tactical strategies and game plans appropriate to competitive goals, opponent analysis, and athlete readiness
- Plan, deliver, and evaluate effective practice sessions that emphasize skill development, performance improvement, athlete safety, and positive engagement
- Monitor and assess individual and team progress through regular evaluation, the use of performance data and statistics, and constructive feedback to student-athletes
- Lead, coordinate, and support the work of assistant coaches to ensure consistency in coaching philosophy, athlete care, and program standards
- Foster a learning environment that promotes accountability, sportsmanship, respect, and ethical behaviour
- Promote Safe Sport principles by modeling professional conduct, establishing clear behavioural expectations, and contributing to a team culture that prioritizes physical and psychological safety
- Support student-athletes in balancing academic and athletic commitments, including coordinating participation in educational or development programs offered by the University or Athletics Department

Recruitment:

Guided by the educational mission and values of Nipissing University, the Head Coach is responsible for recruiting and retaining student-athletes who demonstrate the ability to succeed academically, athletically, and personally, and who will positively contribute to the culture and objectives of the Men's Soccer program.

This includes, but is not limited to, the following responsibilities:

- Develop and implement a multi-year recruitment strategy, in consultation with the coaching staff and Athletics Administration, based on current roster composition, projected program needs, and institutional priorities
- Identify, evaluate, and communicate with prospective student-athletes in accordance with OUA, U SPORTS, and Nipissing University rules, regulations, and ethical standards
- Promote values-based recruitment practices that prioritize academic preparedness, character, respect, and alignment with the principles of Safe Sport and student wellbeing
- Coordinate and oversee the recruitment activities of all coaching staff and individuals involved in the recruitment process to ensure consistency, transparency, and compliance
- Develop, maintain, and distribute recruitment materials in collaboration with the Athletics Department and Sports Information & Game Day Coordinator
- Support prospective student-athletes and their families throughout the recruitment and admissions process by liaising with the Registrar's Office, University faculties, and relevant campus services.
- Facilitate and administer Athletic Financial Award agreements and related documentation in accordance with institutional and conference guidelines
- Contribute to the University's broader student recruitment and retention efforts by representing the program positively and professionally in recruitment-related activities and communications
- Assist the Sports Information & Game Day Coordinator with media-related requests, announcements, and communications as they pertain to recruitment and program promotion

Revenue Generation and Liaison:

The Head Coach contributes to the financial sustainability, visibility, and promotion of the Men's Soccer program through approved revenue-generation initiatives and by fostering positive relationships with internal and external stakeholders. These activities are undertaken in alignment with departmental priorities and in consultation with the Manager, Intercollegiate Sports and the Director of Athletics.

This includes, but is not limited to, the following responsibilities:

- Participate in, lead, or collaborate on approved revenue-generating initiatives, such as camps, clinics, and other program-related activities, as identified in the Athletics Department's annual plan
- Be responsible for contributing to fundraising efforts that generate a designated percentage of the Men's Soccer program's annual operating costs, as determined annually in consultation with the Manager, Intercollegiate Sports and the Director of Athletics
- Support the achievement of program-specific and department-wide financial objectives in a manner consistent with University policies, ethical standards, and brand guidelines
- Build and maintain positive relationships with stakeholders who support the program, including student-athletes and their families, alumni, sponsors, sport governing bodies, coaching associations, and the broader community

- Contribute to alumni engagement efforts through communication, event participation, and relationship-building that supports program connection, advocacy, and fundraising initiatives
- Promote the Men's Soccer program and Nipissing University through clinics, community outreach, alumni events, and other approved promotional activities
- Act as a responsible steward of the University's reputation by ensuring all external engagement and promotion align with institutional values, Safe Sport principles, and Athletics Department expectations
- Represent the University and the Men's Soccer program professionally at institutional, conference, provincial, and national meetings, events, and activities

Any other duties as assigned.

QUALIFICATIONS:

Education:

- A university degree, or an equivalent combination of education and relevant experience, preferably in a field related to athletics, kinesiology, recreation, education, or sport management.
- Sport-specific coaching education, training, and certification appropriate to the level of university sport, or equivalent coaching experience.
- Ongoing engagement in professional development related to coaching, Safe Sport, and student-athlete wellbeing is expected.

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 three (3) years of coaching experience, preferably at the university or equivalent high-performance level.
- Canadian National B Licence or equivalent coaching certification, or equivalent coaching experience, preferred.
- Demonstrated experience in the planning, development, and delivery of a competitive interuniversity soccer program.
- Experience recruiting and retaining student-athletes within a post-secondary sport environment, with an understanding of academic requirements and eligibility standards.
- Knowledge of the post-secondary education system and the ability to support student-athletes in balancing academic and athletic commitments.
- Knowledge of OUA and U SPORTS eligibility, competition, and playing regulations.
- Demonstrated leadership, communication, organizational, and team-building skills, with the ability to foster respectful, collaborative, and inclusive relationships with student-athletes, colleagues, and partners
- Demonstrated commitment to providing a positive, safe, and development-focused student-athlete experience consistent with institutional values and Safe Sport principles.
- Certification in CPR and First Aid an asset
- Must be bondable and receive a negative Criminal Record Check, including a Vulnerable Sector screening (i.e. have not been convicted of a criminal offence for which a pardon has not yet been granted)

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Intercollegiate Sport

Workers supervised:

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

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- The position requires considerable evening and weekend work, particularly during the competitive season.
- Travel is required, including travel outside of traditional working hours and occasional overnight stays (approximately 5–10 times per year), primarily during the competitive season.
- The role involves periods of intensive workload during the competitive season, with more flexible scheduling during the off-season.
- Hours of work may vary and require flexibility to accommodate training schedules, competitions, travel, and program-related activities.
- The position may involve physical and mental demands associated with coaching, competition, travel, and program leadership.

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 of my responsibilities as herein described.

Employee

Date

Approvals

Supervisor

Date

Human Resources