



**Assistant Coach, Men's Basketball
Queen's University, Athletics and Recreation**

Competition #: J0219-0356
Appointment Terms: Term appointment until June 30, 2022
Closing Date: March 11, 2019

For additional information or to apply for the position, please [click here](#)

About Queen's University

Queen's University is the Canadian research intensive university with a transformative student learning experience. Here the employment experience is as diverse as it is interesting. We have opportunities in multiple areas of globally recognized research, faculty administration, engineering & construction, athletics & recreation, power generation, corporate shared services and many more.

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with disability, persons who identify in the LGBTQ+ community and other who reflect the diversity of Canadian Society.

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JOB SUMMARY

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

Under the direction of the Head Coach, this position collaborates with other members of the Athletics and Recreation department to ensure the appropriate level of service and support is provided to the team. Participating as a member of the inter-university unit, the incumbent works in close cooperation with the Manager, Interuniversity Sport Program and the Assistant Manager, Interuniversity Sport Program on the day-to-day operation of the program and 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, to team fundraising activities that will directly support program costs. In this capacity, the incumbent will

work with all other units within the A&R department, as well as Alumni Relations, the Office of Advancement, community partners, and other related business and sport groups in the Kingston area.

The Assistant Coach is also responsible to carry out department service projects as assigned annually by the Director, Athletics and Recreation.

The schedule for this position requires the incumbent to work frequent evenings and weekends.

KEY RESPONSIBILITIES

Sport

- Under the direction of the Head Coach, perform 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, team and individual goal setting; individual skill acquisition and refinement programs; in/off season strength and conditioning programs; input into season planning, tactical and technical preparation; practice planning, preparation and implementation; game preparation, management and evaluation; scouting, tape breakdown and evaluation; establishing athlete performance targets, evaluation framework and feedback mechanism; program evaluation, maintenance of regular contact with athletes, etc.
- Assist with the implementation of a comprehensive and effective national athlete recruitment strategy and plan.
- Stay current with knowledge, trends and practices that are necessary to assist with building and maintaining a nationally competitive program.
- Provide administrative assistance and support, attending meetings, and where requested, assist on the day-to-day requirements of the program,
- Under the direction of the Head Coach, ensure that training, competition and use of equipment is conducted in a safe manner.
- Where requested, attend league meetings, follow league regulations, and maintain positive relationships with other sport governing bodies.
- Maintain a high profile, acting as an ambassador representing the team and university in, clinics, camps (etc.) to enhance the visibility and image of the university and program.
- Upon request, assist in the promotion and marketing of the team and under the direction of the Head Coach, participate in aspects of the Departments media, marketing and/or promotion plans.
- As directed by the Head Coach, assist 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 in fundraising activities and programs in support of the program (i.e. summer camps, technical clinics, summer leagues, fundraising tournaments, alumni fundraising initiatives, participate in events that promote and raise revenues, etc.).
- Interact with and support other varsity team programs, participate in department initiatives, attend department events/activities.
- Promote diversity, equity and inclusion in sport and in the workplace
- Other duties as assigned by the Head Coach.

Department

- Mentor and support the academic case management of identified student-athletes as part of boarder A&R academic success programs and services.
- Carry out project management responsibilities for activities/initiatives that are assigned by the Director on an annual basis. Project areas may include, but not be limited to, athlete services (leadership, mentoring, tutoring), facility operations, administrative support, etc.
- Serve on departmental or campus committees working groups and/or task forces.

REQUIRED QUALIFICATIONS:

- Minimum 3-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.
- Fully certified at Level 2 NCCP (or equivalent), and actively pursuing Level 3 and 4.
- Experience coaching elite and/or post-secondary student-athletes is required.
- Experience working in sport administration, 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 license required.
- Consideration will be given to an equivalent combination of education and experience