



CARLETON RAVENS

ASSISTANT COACH WOMEN'S BASKETBALL POSITION

Carleton University is seeking a highly qualified and motivated leader to assist in directing its Women's Basketball program.

Carleton University Athletics has a proud tradition of athletic excellence; the women's basketball program is widely regarded as one of the top university basketball programs in the country. Consistently ranked in the USPORTS top ten and participating in the USPORTS National Championship 4 times in the past 9 years winning the National Trophy/Banner in 2018.

Date Posted (dd/mm/yyyy): 28/06/2019

Closing Date (dd/mm/yyyy): 12/06/2019

Salary (with Salary Rate): \$35,000-\$50,000/Year

Assignment Duration From: 20/07/2019

Assignment Duration To: 20/07/2020 could be extended based on grant approval

Employee Group: Administrative Management

Date Position Available: 20/07/2019

Duties and Responsibilities:

Under the direct of the Women's Basketball Head Coach, in consultation with the Director, Basketball Operations and Assistant Director, High Performance Sport, the ideal candidate is committed to managing an outstanding high performance program focused on student-athlete recruitment and retention, community engagement, and development of basketball both regionally and nationally. In addition to the delivery of a nationally excellent varsity program, Carleton basketball delivers a comprehensive youth program.



Coaching

The Assistant Coach will assist in coaching the team in a positive environment that is consistent with the values of the Carleton University and fosters the development of the student-athletes by:

1. Working with the Head Coach to set annual program competitive objectives which motivate student-athletes to strive for their greatest potential both athletically and academically.
2. Assisting the Head Coach with the tools to realize the achievement of the program objectives:
 - a) annual training and practice plans for the team and individual student-athletes,
 - b) systems which make the best use of student-athlete talents,
 - c) game strategies in preparation for each competition, and
 - d) regular evaluation of progress through the review of statistics and other feedback

Program Management

The Assistant Coach will work with the Head Coach in a responsible, efficient and economical manner by:

1. Working with the Head Coach to develop, implement and evaluate the program's annual plans.
2. Ensure the program's annual facility requirements and submitting requests to the Varsity Coordinator.
3. Providing information on the team's travel requirements to the Varsity Coordinator according to the Varsity Travel Policy.
4. Providing the necessary information to the appropriate department staff concerning the organization of team-related activities, including equipment purchases, home games, training camps, and practice sessions.
5. Working with the Department ensure the student-athletes meet the OUA/CIS eligibility requirements.
6. Co-ordinating the participation of student-athletes in the USPORTS Drug Education On-line E-Learning Program.



Recruiting

The Assistant Coach assists the Head Coach in the recruitment of student-athletes by:

1. Establishing on-going contact with potential student-athletes under the University and USPORTS/OUA regulations.
2. Communicating with the Varsity Coordinator regarding admissions of prospective student-athletes.
3. Liaising with Varsity Coordinator regarding residence requirements where appropriate.
4. Communicating to prospective student-athletes regarding the programs and facilities available at the University.

Academic Support

Working with the Head Coach to ensure academic support for student-athletes by:

1. Co-ordinating the participation in academic support workshops.
2. Working with SASC to provide those with special needs or on academic warning with academic support.
3. Coordinating the Head Coach nominations of the student-athletes for Athletic Awards and Bursaries.

Management

Assisting the Head Coach in managing the program's annual operating and equipment budget in an effective and efficient manner. The Assistant Coach will attend departmental meetings as appropriate.

Communication and Community Outreach

Under the direction of the Head Coach, Assistant Coach is responsible promoting the program within the community, consultation with the Co-ordinator Marketing and Communications and other Department Staff:

1. Responding to requests for information High Schools, and other community groups as well as sport information in a manner that reflects the values of Carleton University
2. Where appropriate Representing the University and the Program at OUA coaches conference and USPORTS national meetings, and other community events as appropriate.



Other Duties:

Working with the department staff and in partnership with the Head Coach, develop and design the curriculum for the holiday, spring and summer sport specific camp program. The Assistant Coach is responsible for the following:

1. Assisting the coaches in the curriculum outline for the sport specific camp program;
2. Ordering the equipment and supplies required for the sport specific camp program;
3. Working with Manager, Marketing & Communication to recommend promotional materials, advertisements and assist in the promotions to sport specific community groups;;
4. Ensure the camp adheres to the safety and security standards of the University and the summer camp program;

Qualifications:

The incumbent must possess the following qualifications:

- Demonstrated commitment to coaching professional development;
- Outstanding communication, interpersonal and organizational skills ;
- Strong technical and tactical basketball knowledge;
- Experience developing and maintaining positive alumni, community and recruiting networks;
- Understanding and knowledge of the Canadian basketball system, including Canada West, Canadian Interuniversity Sport and Basketball Canada;
- Demonstrated collaborator and team player;
- Strong commitment to service excellence;
- Experience working in an academic setting.
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- Strong commitment to service excellence;
- Experience working in an academic setting.

Education and Experience:

The above is normally acquired through:

- University degree, preferably in Physical Education or a related discipline;
- Fully certified through the National Coaching Certification Program (NCCP) Level 2 (Level 3 preferred);
- At least 3 years coaching experience at a high performance level (college or university preferred);

Please forward your cover letter, resume and list of three references to Dave Smart at Carleton University by e-mail at Dave Smart (Dave.Smart@carleton.ca) only successful candidates will be contacted for an interview. Closing date is JULY 12th

Thank you for your interest.

HR Note:

Equivalencies will be considered. Applicants are encouraged to provide information which may demonstrate equivalent qualifications. Please note that applicants may be required to complete an employment test as part of the selection process for this position. Those applicants that are selected for an interview will be requested to contact the Human Resource Advisor assigned to this competition as soon as possible to discuss any accommodation requirements. Arrangements will be made to accommodate your request in a timely manner. Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.