



Head Coach, Cross Country & Distance Track Queen's University, Athletics and Recreation

Competition #: J0320-0746
Appointment Terms: 5 year term appointment
Posting Date: May 29, 2020
Closing Date: July 5, 2020
Please note: We will begin reviewing applications on June 22, 2020, however the position will remain advertised until filled

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.

Come work with us!

JOB SUMMARY:

Reporting to the Director, High Performance Sport, the incumbent is responsible for the overall direction, planning, budgeting, coordination, implementation and evaluation of the Cross-Country Distance Track program at Queen's University.

The position requires extensive collaboration with all other members of the Athletics & Recreation (A&R) department to ensure the appropriate level of service and support is provided to the inter-university team. Participating as a member of the High-Performance Sport Unit, the incumbent assists in creating a departmental culture that embraces and supports athletes, coaches and teams in the pursuit of excellence. Further, the incumbent contributes to the formulation of programs and services that support general program development and the holistic needs of student-athletes.

Community interaction and revenue generation are key strategic priorities for A&R. This will require close interaction with all other units within A&R, as well as the Alumni, the Office of Advancement, community partners, media and other related sport and business groups in the Kingston area.

The schedule for this position requires the incumbent to work evenings and weekends, according to program or area needs.

KEY RESPONSIBILITIES:

- Perform all coaching duties consistent with the operation of a successful inter-university program, including recruitment, team selection, personnel management, team performance planning, creating individual performance plans, tactical and technical preparation, practice planning and preparation, competition preparation, management and evaluation, scouting, scheduling, budgeting, student-athlete performance target, evaluation framework and feedback mechanism, program evaluation, equipment and uniform purchase coordination, maintenance of regular contact with student-athletes, etc.
- Coaching responsibly by adhering to the coaches code of conduct and developing a safe, inclusive sport environment that is positive, accessible, inclusive, respects personal goals and is free from any form of maltreatment to ensure the health, well-being, performance and security of individuals involved in the university sport community.
- In collaboration with the Director, design and implement a comprehensive high-performance plan that is conducive to positioning Queen's at a competitive level to achieve provincial and national prominence. The plan shall include financial and support services required from other A&R units, annual and quadrennial performance targets, budget framework, team revenue generation targets, performance gap analysis metrics to measure performance against agreed upon targets, strategies to address risk management issues, coach/manager reporting and feedback cycles, etc.
- Stay current with knowledge, trends and practices that are necessary to build and maintain a competitive program. Attend league meetings and ensure compliance with all competition regulations, maintain positive relationships with other University's and sport governing bodies at the local, regional, provincial, national and professional levels.
- Maintain a high profile in the sport locally, provincially and nationally acting as an ambassador and resource representing the team and university in public speaking appearance, clinics, camps (etc.). Enhance the visibility and image of and the program and university to contribute to the overall sport development in the community, region, province.
- In collaboration with the Marketing, Communication and Events Unit, collaborate on the development and implementation of a comprehensive sport promotion plan as part

of the sport's high-performance 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 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.

- In collaboration with the members of the high-performance unit, support and assist in implementing programs and services that support student-athlete success, including academic support, maintaining accurate athlete records and databases, recruiting processes and protocol, admission cycle protocols, awards, bursary and scholarship protocols, eligibility, doping controls and other competition requirements.
- Work in conjunction with other members of the A&R units to support student-athlete wellbeing, performance and success in each of their respective areas, such as injury prevention, management and rehabilitation, mental health and mental performance development of individual strength and conditioning programs, academic support programs, etc.
- Working with the Advancement Unit, the Campus Recreation Unit and the Finance and Administration Unit, to develop annual revenues that will support specific program costs by operating directly or assisting in the operation of; camps, competitions, clinics, hosting PSO/NSO events, fundraising events, alumni events, donor engagement, donation programs and other such strategies developed by A&R.
- Under a common A&R communication strategy, work to build strategic relationships with sporting (and, where applicable, non-sporting) groups in the community to foster relationships, build networks, increase visibility, increase awareness, act as a resource, enhance community engagement, build loyalty and position the incumbent and Queen's as a sport leader.
- Participate in strategies and programs that increase the interaction of A&R, coaches and athletes with elementary schools, high schools, and community club programs in the Queen's catchment area. Engage in leadership capacities with OUA, U SPORTS, PSO, NSO, etc., that directly contribute to the development of the sport program and the visibility of Queen's as a national resource.
- At the request of the Executive Director, serve on departmental or campus committees, working groups and/or task forces.
- The Coach is an integral member of the A&R team 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, and/or the Director, Business Development.
- Plans, prioritizes and manages the work of employees, providing strategic and tactical advice, guidance and coaching. Identifies the need for staff resources, participates on staffing committees, and makes effective recommendations regarding employee selection.
- Manages performance by establishing performance standards, reviewing and

evaluating performance and conducting formal performance reviews on an ongoing basis.

- Assesses staff training and development needs and ensures that employees receive training required to improve and sustain successful performance.
- Investigates, addresses and resolves employee/labour relations issues, including disciplinary matters. Makes decisions or effective recommendations on matters involving possible discipline, discharge and probationary termination.
- Promote diversity, equity and inclusion in the workplace.
- Other duties as assigned by the Director, High Performance Sport.

REQUIRED QUALIFICATIONS:

- Minimum 3-year post-secondary education, preferably in Physical Education, Kinesiology, Sport Administration or Sport Management. University degree preferred.
- Previous work experience (5+ years) working in sport administration, preferably within a university context.
- Experience dealing with and developing high performance athletes and teams in a university environment.
- Satisfactory Criminal Records Check and Vulnerable Sector Screening required.
- In compliance with Ontario Legislation, Bill 193 Rowan's Law (Concussion Safety) complete the required education requirements.
- Completion of the U SPORTS-CCES Doping education E-Learning course.
- Valid Province of Ontario Class G driver's license required.
- Demonstrated leadership, program development and athlete development skills at a high-performance level.
- Post-secondary coaching experience is preferred.
- Fully certified as a Performance Coach (i.e. Level 3 equivalent) NCCP, and actively pursuing Advanced Performance Coach or High-Performance Coach (i.e. Level 4/5) status, preferred.
- Must be a Chartered Professional Coach (ChPCs) or Registered Coach with the Coaching Association of Canada.
- Consideration may be given to an equivalent combination of education and experience.

SPECIAL SKILLS:

- Comprehensive knowledge of sport coaching systems and strategies, the ability to teach/coach/prepare for training and competition at a national level.
- 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, solid decision-making and maintain ethical standards consistent with university policy.
- 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:

- Athlete identification, recruitment, awards, performance standards criteria, competition/race selection
- Development of competition/race strategies, physical preparation programs and competition schedules.
- Application of training zones for distance running in the design and management of training loads/volumes and intensities for the development of individual athletes YTPs.
- Elevates student-athlete health and wellbeing concerns to supervisor for attention.
- Setting and monitoring individual and team goals, expectations, conduct, and discipline.
- Selection and directing coaching and team support staff.
- Public and media relations with respect to information/ accessibility to the program.
- Prepare budgets making decisions on what equipment, supplies and services are needed for the program.
- Decisions on prioritizing one's own duties and responsibilities.
- Evaluates job candidates and makes effective recommendations on suitable hires.
- Evaluates employee performance and decides on appropriate training or coaching to address lack of proficiency in carrying out responsibilities, or remedial action for staff disciplinary situations.
- Assesses investigation outcome of grievances and makes effective recommendations on appropriate course of action or next steps on grievances.
- Makes effective recommendations on level of discipline up to discharge and probationary termination.