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**Employer:** York University; Athletics & Recreation

**Position Title:** Lead Assistant Coach; Women’s Basketball

**Contract:** Limited Term, 2-year contract

**Salary:** $30,000 - $40,000 per year; benefits included

**Term of Employment:** April 8, 2019 – April 8, 2021

**Note: This position was made possible through funding secured via the Ontario Post-Secondary Institution (PSI) Female Assistant Coach Salary Partnership Grant, therefore all potential candidates must be female.**

**JOB PURPOSE:**

Reporting to the Head Coach; Women’s Basketball, the incumbent aids the head coach in the coordination of planning and implementation of the Women’s Basketball team for the Varsity Athletics Program at York University. The coach will work in consonance with Department and University goals and objectives and is expected to foster a high-performance environment that contributes to student and team success. This includes aiding the head coach in coordinating the coaching staff and various competitions; recruiting and retaining student-athletes; instructing/coaching Varsity athletes; and developing financial support for the team through alumni and parent relations and other fundraising activities.

This position requires commitment and adherence to the values and principles of Athletics & Recreation as expressed in the mandate of the department.

**JOB DESCRIPTION:**

**Title** Lead Assistant Coach

**Title of Immediate Supervisors**

Head Coach; Women’s Basketball

**Mandate**

Be responsible for assisting the Head Coach in all duties related to the administration, training and competing of York Lions Women’s basketball.

**Organizational Relationships**

1. **Administrative Basketball Team Functions**

The Lead Assistant Coach reports directly to the Head Coach and is considered a part of the staff. The Lead Assistant Coach works in close liaison with the Head Coach and other York University Athletics staff and volunteers in the planning, implementation, and management of administrative duties and on court coaching duties for the team.

1. **On-site Functions**

The Lead Assistant Coach reports directly to the Head Coach and is responsible for ensuring effective and efficient communication and operations between the Head Coach and the athletes in servicing the team in all aspects of training, pre-competition preparation and competitive situations.

**Qualifications**

**a)** Possess a valid driver’s license

**b)** Possess strong verbal and written communication skills

**c)** Excellent organization and interpersonal skills as well as creative thinking skills

**d)** Be administratively sound and detail oriented

**e)** Must be able to handle multiple tasks simultaneously and prioritize appropriately in a fast-paced environment.

**f)** The ability to work independently, maintain tight schedules and work flexible hours.

1. Present a professional and mature attitude in dealing with the athletes, coaching staff, University administration, alumni, sponsors and the public.
2. Have the NCCP Training to Train or the old Level 2 NCCP coaching certificate.

**General Responsibilities**

1. To assist in coaching and report on athletes assigned to them. Reporting shall be done on a working Individual Performance Plan document.
2. To attend and coach at all training and game sessions as arranged with the Head Coach.
3. It is expected that the Assistant Coach will always be punctual and well prepared. A professional approach in their coaching is expected.
4. The Assistant Coach is required to participate in other events (such as promotions and fundraisers) as and when required by Lions women’s basketball.
5. If the coach intends to be missing from any training session or games during the term of service, they should notify the Head Coach as soon as possible.
6. There is an expectation that the Assistant Coach will have to work during holiday seasons (Christmas break as an example). 3 weeks of vacation days are allowed during down times of the season, but must be cleared through Head Coach at least 2 weeks in advance.
7. Assist the Head Coach in any other capacity to ensure proper conditions for traveling, training, and competing of the team. This includes but is not limited to: video breakdown, recording of statistics, etc.

**Specific Responsibilities with Women’s Basketball**

1. Planning, execution, and delivery of community programs: High Performance Camp and other initiatives such as Skills Clinics, Summer Camps, etc.
2. Assisting the Head Coach with player skill development: Individual training sessions throughout the week- outside of practice time.
3. Assisting the Head Coach with practice preparation and execution.
4. Assisting the Head Coach with game competition. Travel to all games and tournaments.
5. Assisting the Head Coach with breaking down and editing game film, scouting for upcoming competitions.
6. Assisting the Head Coach with student-athlete recruitment.
7. Development and execution of team fundraising initiatives (i.e. Club tourney, 3 on 3, camps, March Madness, Lion Pride Fund, etc.).
8. Assisting Head Coach in organizing all travel requests and itineraries.
9. Develop and oversee the monthly Alumni Newsletter sent by email to the Lions Family list, as well as updating the contact list.
10. Assist in finding and coordinating with a sport psychologist to develop and implement a season long sport psychology program with the athletes.
11. Overseeing community service done by student-athletes and staff.
12. Coordinate and oversee study hall for women’s basketball student-athletes. 2 nights per week for 2 hours each (Monday and Wednesday evenings from ~ 7-9pm). As well, monitor all academic grades and progress for all team members.

**All interested parties should remit a cover letter and resume to Erin McAleenan via email to** [coachmac@yorku.ca](mailto:coachmac@yorku.ca)**.**

**Job Closing Date: Monday March 11, 2019 at 4:00 pm.** Note applications submitted after deadline, will not be considered.

**Job start date: April 8, 2019.**