

- o *Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	JD01294	Pay Grade:	9
JD Title:	Assistant Coach	JD FTE Hours:	35
Job Family:	Athletics		

**General Description**

**Sport Specific Description:**

Reporting to and under direct supervision of the Head Coach, this position will coordinate aspects of a varsity sports teams' operation within the University including, but not limited to, recruiting student athletes, scouting, film work, game day logistics, and preparation of game plans. The individual will work with players on skill development on an individual and team basis.

Responsibilities may also include coordinating clinics and summer camps for the team for the purpose of fundraising and community outreach. The individual must carry themselves in a manner that reflects positively on the department and the University at all times. The individual will work as part of the Department and the McMaster Student Affairs community to develop and enable an inclusive and supportive culture of sport for all athletes, staff and University community members, in line with Department and University commitments with respect to Equity, Diversity and Inclusion.

**Representative Duties & Responsibilities**

- Collaborate with the Head Coach to develop game plans, practice plans, and strength and conditioning programs.
- Collaborate with the Head Coach to create and implement short- and long-term training programs for student athletes and teams.
- Demonstrate sport techniques and physical fitness during practice drills and games.
- Complete game and skills analysis.
- Participate in the planning and execution of training camps.
- Coordinate fundraising initiatives as directed by the Department.
- Ensure student athletes adherence to the student athlete code of conduct.
- Retain current knowledge on available University Equity, Diversity and Inclusion supports, intake offices available for student referrals under the Discrimination and Harassment, and Sexual Violence policies, and engage with resources within the Department and across the University community with respect to policies, procedures and best practices to support an inclusive student athlete experience. Evaluate, assess and recruit potential student athletes from high schools, clubs, and colleges.
- Discuss player potential with high school coaches.
- Cultivate and maintain relationships with prospective students and current student athletes.
- Assist student athletes facilitate their academic endeavors around athletic event schedules.
- Plan, coordinate, and provide tours of the athletics facilities.
- Participate in meetings and deliver presentations.
- Assist in the mediation of disputes between players and other coaches.
- Monitor and maintain sports equipment.
- Act as a resource within the department.

- Bachelor's degree in a relevant field of study.
- Requires 3 years of relevant experience, including 6 months credit for Coaching Certification.
- Certification in provincial coaching.

**Additional Requirements:**

- Knowledge of U SPORTS and OUA Men's Volleyball.
- Knowledge of OVA Club Volleyball & Team Ontario Programs.
- Ability to communicate with and relate to post-secondary student-athletes.
- Ability to contribute to team and culture building activities.
- Demonstrated ability to support post-secondary student-athletes overall well-being including, mental well-being and academic achievement.
- Knowledge and experience working with volleyball data software and programs, including delivering information to student-athletes.
- Ex. Perfbook, VolleyMetrics, Volley Station, and Data Volley.
- Previous coaching experience at the 17/18U Club or post-secondary level is an asset.
- Experience working with Provincial and National Team Programs is an asset.
- Ability to assist in fundraising activities, including hosting high school and club tournaments.
- Ability to work independently and as part of a team.
- Willingness to work flexible hours, including evenings and weekends.
- Other duties that may contribute to the needs of the department.

**Supervision:**

- Ensure adherence to quality standards and procedures for short-term staff and volunteers.

**How to Apply:**

[https://careers.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&SiteId=1001&JobOpeningId=60925&PostingSeq=1](https://careers.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1001&JobOpeningId=60925&PostingSeq=1)

If you are a current employee/student of our organization, please use the following link instead:

[https://epprd.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_EMP.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&SiteId=1001&FOCUS=Employee&JobOpeningId=60925&PostingSeq=1](https://epprd.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&SiteId=1001&FOCUS=Employee&JobOpeningId=60925&PostingSeq=1)

**Additional Information:**

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement.  
Employment Equity Statement

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the "Dish With One Spoon" wampum agreement.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

As part of McMaster's commitment, all applicants are invited to complete a confidential Applicant Diversity Survey through the online application submission process. The Survey questionnaire requests voluntary self-identification in relation to equity-seeking groups that have historically faced and continue to face barriers in employment. Please refer to the Applicant Diversity Survey - Statement of Collection for additional information.

Job applicants requiring accommodation to participate in the hiring process should contact:

Human Resources Service Centre at 905-525-9140 ext. 222-HR (22247), or  
Faculty of Health Sciences HR Office at ext. 22207, or  
School of Graduate Studies at ext. 23679  
to communicate accommodation needs.

### **Hybrid Work Language**

To ensure an ongoing and vibrant University community that meets the needs of our students, staff and faculty and supports the University mission, ability to work on-site continues to be a requirement for most University positions. The University is supportive of exploring flexible work arrangements that effectively balance operational needs and employee interests.