



# PROVIDENCE

## **HEAD COACH MEN'S SOCCER; SPORTS CAMPS & RECREATION COORDINATOR**

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

### **POSITION OVERVIEW**

Reporting to the Director of Athletics, the Head Coach for Men's Soccer role is responsible for following the vision set by the Providence Athletics Department, recruiting a full roster, developing players with a focus on their spiritual and character development, the development of superior fundamental skills and technique, leadership skills, mental preparation, physical strength, and tactical theory. The coach will also be responsible for promoting and maintaining the Providence Athletic Departments culture of hard work, discipline, and pursuit of excellence.

Reporting to the Associate Director of Athletics, Partnerships, the Recreation & Sports Camp Coordinator role is responsible all recreational activity organization and sports camp administration. This includes the annual leadership and execution of Athletics sports camps and Fitness Center management. Additionally, provide leadership in the development and implementation of greater recreational activity options, awareness and engagement for all Providence students.

### **SUMMARY OF DUTIES AND RESPONSIBILITIES**

#### **Head Coach Men's Soccer**

- Recruitment and retention of men's soccer players to ensure a full roster (24 players)
- Work together with Director of Athletics, Associate Director of Athletics, Partnerships, and Coordinator of Alumni Relations to connect and build relationships with alumni of the men's soccer program, including helping execute annual alumni events
- Together with Director of Athletics, hire assistant coaches for the men's soccer team
- Lead and give direction to the men's soccer coaching staff and managers
- To help achieve our mission of providing student-athletes within an environment that fosters academic success, Christ-centered personal growth, and athletic excellence
- Develop players with a focus on spiritual and character development
- Develop players of superior fundamental skills and technique
- Develop players' leadership skills and mental preparation, physical strength and tactical theory
- Ensure adherence to all league requirements, deadlines, and eligibility
- Ensure all scheduled practices allow students to attend all their academic classes
- Be available for all scheduled games, road trips, practices, and Athletic Department events (a detailed season schedule will be provided to applicants who are shortlisted)

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## **Additional Coaching Requirements**

- Utilize the “Athlete Rubric” tool to measure each athlete’s progress within their time in your program
- Track and enter recruitment data in the “Recruitment Tracker & Pipeline Summary” tool, using it to report your recruitment efforts on a monthly basis to the Athletic Director
- Record and submit all game statistical information to the MCAC, CCAA, and NCCAA leagues, as required
- Submit scores & stats to Sports Information Coordinator
- Nominate any athletes who should be considered for All-Conference, All-Region, All-Canadian, All-American, or Player of the Week nominations
- Ensure a positive, safe practice and game environment that consistently pushes athletes to improve
- Be available to be one of the main feature instructors for Providence Sports Camps

## **Management of Athletics Sports Camps**

- Hire all camp coaches and program staff
- Plan and run the staff training weekend prior to Sports Camp
- Plan and implement all marketing strategies for Sports Camps, with aid from Sport Information Coordinator
- Execute entire Sport Camps operation from scheduling, financials, registration, trouble shooting, etc.
- Plan and implement recruitment strategies, working together with Club Volleyball Coordinator, Enrollment department, and Associate Director of Athletics, Partnerships
- Work together with Associate Director of Athletics, Partnerships to ensure the Sports Camps run within the approved budget
- Work together with the Associate Director of Athletics, Partnerships to connect the Sports Camps Program with the varsity program to encourage connection and recruitment of sports camps athletes into our varsity programs
- Modeling Christ-centered training, mentorship and personal development to over 500 youths every summer

## **Management of Providence Fitness Centre**

- Ensure all key fobs for student and student-athletes are configured and handed out
- Management of fitness centre protocols, procedures and usage and back-end database
- Responsible for ensuring cleanliness of fitness centre
- Responsible for all in house or third-party regular equipment maintenance or repairs
- Work with Associate Directors of Athletics on third party fitness trainers leading exercise groups in fitness centre
- Submit annual audit of active fobs to finance department
- Track fob inventory and order more fobs as needed
- Annually review all active fobs and make a reasonable effort to follow up with students who are not returning to get their fobs back
- Track all fitness centre waiver forms in the provided binder, keeping previous years’ waiver forms on file for t past three years
- Volt Training Lead (or other training solutions) for both varsity athletes and non-varsity students, staff & faculty
- Oversight and regular maintenance within the Providence Athletics VOLT athletics database including being the main contact to the third-party supplier

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## **Management of Recreational Services**

- Plan, organize and run new initiatives as it relates to recreational activity options for all Providence students
- Create a sustainable model & marketing to current students, raising awareness and engagement of on-campus recreational opportunities, benefits of active lifestyles, and knowledge of healthy living strategies

## **Athletics Assigned Duties**

- Other external committees, as assigned by the Director of Athletics & Associate Director of Athletics, Partnerships (MCAC, CCAA, NCCAA, etc.)
- Other internal committees as assigned.

## **EDUCATION & QUALIFICATIONS**

- University degree or equivalent required; Sports Administration, Physical Administration or Recreation Management preferred
- Minimum 1 year of successful athletic and recreation experience
- National B Certified
- If certification levels are not in place, a commitment to pursue further certification levels is required (expenses paid by employer)
- Openness to pursue National A certification
- Proven background and experience in player and skill development
- Ability to understand, correct, and effectively teach proper skills and techniques both at the foundational and college level
- Experience coaching in high school or college environments preferred
- Demonstrate a desire and ability to lead and mentor the players in their personal faith journeys and character development as young persons, in both one-on-one and team settings
- Experience in camps preferred
- Experience leading staff, identifying and resolving related challenges required
- Proficient in MS Office 365
- Working knowledge of various computer software products

## **COMPETENCIES**

- Relationship: Proven strengths in relationship management, experience working with people
- Leadership: A willingness to lead, model behaviour, demonstrate, and offer direction; fostering a philosophy of student recruitment and emphasize the value of academic excellence as an athlete
- Communication: Excellent skills, oral and written and interpersonal communication and diplomacy, cross cultural communication, between departments, students, staff, faculty, constituents, other external library staff, and external/public contacts
- Initiative: A willingness to take on responsibilities and challenges, ability to recognize and suggest improvements in procedures
- Dependability: Reliable, responsible, dependable, and fulfill obligations
- Attention to Detail: Attentive to detail and thorough in completing work tasks essential
- Multi-task: Ability to work on multiple tasks; ability to prioritize a high volume of tasks and activities

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- Knowledge: Previous college coaching experience, someone that can easily troubleshoot and identify solutions, thorough knowledge of league regulations, requirements and reporting systems
- Self Control: Maintain composure, keeping emotions in check, and avoiding aggressive behavior, even in very difficult situations
- Solution minded: Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions
- Analytical Reasoning: Well-developed reasoning to think through problems, assess options, understand processes, and communicate results
- Creativity: A certain degree of creativity and latitude is required
- Physically capable: Capable of moving athletic and recreation equipment
- Flexibility/adaptability
- Able to manage your time in order to complete tasks

## PERSONAL COMMITMENT

- To be in good standing with a local church
- An enthusiastic personal faith commitment
- A commitment to Christian higher education and to Christian ministry
- Affirm Providence's Covenant of Faith as outlined in the Staff Handbook
- Able and willing to uphold the Covenant of Community Life and model conduct accordingly

## WORK ARRANGEMENTS

- This is a full-time position (approximately 50% spent on coaching responsibilities and 50% on administrative responsibilities)
- Work will often involve evenings and weekends
- A time off framework and overtime policy will be provided to short-listed candidates
- Travel throughout Canada and the United States will be required for this position
- Providence is a faith-based institution, and all staff are required to agree to a code of conduct. Our Staff Handbook outlines all institutional expectations, responsibilities, and benefits

## APPLY

Submit a cover letter and Resume by email to:

**Scott Masterson, Director of Athletics; VP of Operations**

c/o Marlin Reimer, Human Resources Manager

Email: [hr@prov.ca](mailto:hr@prov.ca)

**Start date:** As soon as possible. This is a full-time position. Competitive salary range, dependent on education and experience.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however Canadian citizens and Permanent Residents will be given priority. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at [www.prov.ca](http://www.prov.ca).

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