Simon Fraser University
Department of Athletics and Recreation
8888 University Drive, Burnaby, BC V5A 1S6 Canada
www.athletics.sfu.ca

Job Posting | Assistant Coach, Swimming
July 6, 2017

Simon Fraser University, a National Collegiate Athletic Association (NCAA) Division II institution and a member of the Great Northwest Athletic Conference (GNAC), invites qualified candidates to apply for the full-time position of Assistant Coach, Swimming.

The SFU Swimming and Diving program is a high performance program which plays a leadership role in the national, provincial, and community swim systems. Reporting to the Head Coach, Swimming, this position is responsible for aiding the head coach in the development and coaching of the SFU Swimming program, within established guidelines, policies and procedures of Simon Fraser University and the Department of Athletics and Recreation.

This position involves all aspects of the varsity program’s operation and administration, including (but not limited to) student-athlete recruitment, student-athlete and team development and measurement; practice and competition scheduling, travel arrangements, fundraising and other duties as deemed necessary for the successful operation of the SFU Swimming and Diving Program.

The vision and mission of SFU Athletics and Recreation is to ignite passion in our student-athletes and our communities by making a difference and creating bright futures where winning matters in all that we do.

Role Expectations as an employee of the SFU Department of Athletics and Recreation:

1. Provide leadership in the development of the SFU Swimming and Diving program to achieve the objectives that are consistent with the department and the head coach
2. Establish positive relationships with department staff, other university departments and faculties and groups such as clubs, communities, high schools, boosters and alumni
3. Provide guidance and support to student-athletes towards achieving their greatest potential academically and athletically
4. Adhere to the procedures, policies and best practices of the SFU Department of Athletics and Recreation
5. Ensure health and safety, integrity and education welfare of student-athletes
6. Assist in the overall development promotion of the SFU Swimming and Diving program

Duties and Responsibilities

- Provide support to the Head Coach
- Assist with the monitoring of the national, provincial, club and community systems to identify and recruit talented student-athletes
- Maintain a positive team culture
- Review and monitor team training (e.g. technical, tactical, physiological, psychological, sport science research and application)
- Assist with the monitoring of student-athletes to ensure their compliance with all team, departmental, university and NCAA policies, rules and regulations
- Training of student-athletes on their individual technical skills to ensure individual athlete growth and development and the team’s competitive success
- Responsible for compliance with all institutional and affiliated athletic association policies, rules and regulations concerning recruiting, financial aid and student-athlete recruitment
- Assist in the design and/or monitor team members’ personal development programs and progress with respect to their academic, athletic and community citizenship
- Contribute to the fundraising activities of the program, which includes such duties as:
  - Developing alumni relations by administering team Facebook page and organizing other alumni events
  - Assist in developing, organizing and coordinating fundraising initiatives to enhance the program’s operating and student-athlete financial assistance budgets and its endowments.
  - Developing and running summer camp and/or academy program
- Assist in the administrating program operations, including coordinating team travel and all facility/equipment needs for practices and competitions
- Assist with video breakdown and analysis
- Maintain NCAA certification for off campus recruiting for prospective athletes
- In liaison with the Head Coach, develop certain aspects of the training session and be responsible for implementing those segments
- Promotes program, department and university events and initiatives
- Be present and give feedback at athlete meetings
- Assume head coaching responsibilities in the absence of the Head Coach

**Minimum Qualifications / Requirements**

- Bachelor’s degree in Kinesiology, physical education or coaching
- Minimum of 5 years coaching experience with high performance athletes aged 16 years and over (i.e. Provincial, National, University/College) with an excellent win/loss record (or an equivalent combination of education and training experience)
- Canadian National Coaching Certification Program – Level III or equivalent, with demonstrated knowledge and analysis of swimming skill development and excellent instructional ability
- National Lifeguard Service (NLS) certification and Cardiovascular Pulmonary Resuscitation (CPS) certification
- Possess high levels of integrity
- Knowledge of and commitment to NCAA rules and regulations
- Strong leadership, interpersonal, motivational and communication skills
- Valid Driver’s license
- Willing to undergo a provincial criminal record check

The incumbent is a public representative of the program and represents the University and Athletics in both Canada and the United States acting as an ambassador of Simon Fraser University by representing it in a positive manner to the media, general public, national-provincial-club system, school system, intercollegiate conference, alumni, etc.

Extensive travel is an integral part of the position as is being responsible for team student-athletes and personnel on out of town travel of up to two weeks or more. Hours required to perform the duties and responsibilities effectively include a large number of evening and weekend hours for student-athlete training, competition, and recruiting.

This position is responsible for abiding with all institutional and affiliated athletic association policies, rules and regulations concerning recruitment, financial aid and student-athlete eligibility.

Preference will be given to Canadian Citizens or Permanent Residents of Canada.

To receive full consideration for this position, submit a detailed resume and cover letter addressed to Liam Donnelly, Head Coach, SFU Swimming (Email: liam@sfu.ca). Review of resumes will begin on July 14, 2017 and the position will remain open until filled.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.