

UPEI Panther's Head Coach, Women's Soccer Job Responsibilities and Evaluative Methodology

The Head Coach, Women's Soccer is responsible for all duties normally associated with the successful delivery and co-ordination of an interuniversity soccer program including but not restricted to: program administration, recruitment of student-athletes and fundraising required to support a successful university women's soccer program.

The Head Coach is responsible for coaching and long-term program development. The incumbent manages the program with the resources provided to ensure the academic success and athletic development of the student-athletes. The Head Coach helps the university build community support for the women's soccer program and contributes to resource development initiatives to enhance the student-athlete experience.

Primary Job Responsibilities

1. Strive for excellence in team and individual student-athlete performance as evaluated by academic results and achievements in AUS and U Sports competition. You are expected to work with the Director, Athletics and Recreation to develop a long term vision for the women's soccer program accompanied by an annual work plan;
2. Technical, tactical, physical and psychological preparation of the athletes and team – clearly defined programs for each of these areas should be in place. You will be expected to provide effective leadership and expertise in these areas such that your programs will be considered to be at the leading edge of U Sports;
3. Development of an appropriate program for the recruitment and retention of student-athletes. Coaches should monitor school, club, regional, provincial, national and international systems to identify prospective student-athletes. You will be evaluated on your ability to recruit student-athletes in your sport with national level ability or potential, who also have potential to meet the academic expectations for the UPEI student-athletes. Students-athletes who have exceptional records of performance at the high school level, have competed on elite club teams, provincial team programs and national team programs would generally be the type of student athlete considered to enable your team to be a regional and national contender;
4. Co-ordinate and communicate with the appropriate Athletics and Recreation Department Staff: hiring of assistant coaches, all requests for expenditures and all practice/game scheduling, as well as logistical requirements for team travel, facility, Panther Academy and equipment needs;
5. Assist with the design and monitoring of student-athlete personal development programs and progress with respect to their athletic, academic and community citizenship. Support and advocate academic advisory and monitoring program designed to facilitate the academic success of the student-athletes on the women's soccer team. UPEI student-athletes are expected to perform at a high academic level;
6. Budget management. You are expected to work with the Business Manager, Athletics and Recreation to develop and monitor the annual women's soccer budget including all associated program costs, revenues and fundraising. Once approved you are expected to manage your allocated budget such that there is no deficit at the end of each fiscal year;

7. In conjunction with the Varsity Sport Co-ordinator, you are responsible to monitor program/student athletes to ensure compliance with UPEI, Atlantic University Sport, U Sports and Department of Athletics & Recreation regulation, policies and procedures including: recruitment, financial aid and personally aware, fully comprehend and take actions to ensure your personal, staff and team compliance with these regulations, policies and procedures which govern your work;
8. Participate and contribute to the fundraising activities of the program/department which includes such duties as alumni engagement, community engagement and initiatives to enhance the programs operating and student athlete financial awards and endowments;
9. Assist with the promotion of the women's soccer team program. This can be achieved via such initiatives as human interest stories, community outreach, and school visits;
10. Assist with the promotion of positive alumni and community relations. This can be achieved by such things as producing a regular team newsletter, blog, twitter, or email progress reports, being an active leader in youth sport development in your sport at local, provincial, regional and national levels etc.;
11. Compliance with team and department fundraising efforts and sponsorship contracts. All fundraising and sponsorship opportunities must be communicated with the Varsity Coordinator who will communicate internally with Development and Alumni Engagement and the Director of Athletics and Recreation for approval;
12. In carrying out all the responsibilities of your work, you will be expected to represent UPEI to the highest standards of personal and professional conduct. UPEI embraces the AUS Coaches Code of Conduct (http://www.atlanticuniversitysport.com/about/member_info/operations_manuals/SECTION3-StandardsOfConduct_2019.pdf). If issues or negative situations arise in contradiction thereof, UPEI reserves the right to sanction accordingly. In addition, it is the Head Coaches responsibility to monitor and ensure the student-athletes respecting the UPEI Student code of Conduct and the UPEI Athletics & Recreation Student-Athlete Code of Conduct;
13. You will be expected to arrange appropriate office hours that are approved by the Varsity Coordinator and Director of Athletics & Recreation; and,
14. Further related duties as required.

Performance Evaluation

There will be ongoing and a formal year end performance evaluation that considers the areas mentioned above including feedback from end of year meeting along with observations by the Varsity Co-ordinator and Director of Athletics & Recreation. You are expected to make satisfactory progress in addressing the areas identified for requiring correction or improvement. Evaluations are to be completed by November 30 each year.