

Job Title: Offensive Coordinator - Football
Location: Carleton University
Job Type: Full-time, Contract

Position Overview:

Carleton University Department of Recreation and Athletics is seeking a highly motivated and experienced Offensive Coordinator to lead and develop our football team's offensive strategies. The ideal candidate will have a deep understanding of football tactics, a proven ability to lead and mentor players, and experience in coordinating and executing effective offensive schemes at the high school, college, or professional level. This position requires collaboration with the head coach, assistant coaches, and other staff to ensure the overall success of the team.

Key Responsibilities:

Offensive Play Calling & Strategy:

- Develop and implement a comprehensive offensive game plan and playbook that aligns with the team's overall vision and philosophy.

Coaching & Development:

- Lead, motivate, and develop offensive players, ensuring their skill development and performance improvement throughout the season.

Game Preparation:

- Collaborate with the head coach and defensive coordinator to prepare for each opponent, including analyzing film, studying opponents' defensive schemes, and making adjustments as needed.

Practice Planning:

- Organize and run effective practice sessions for the offensive unit, ensuring all positions are properly coached and receiving adequate individual attention.

In-Game Decision Making:

- Make real-time adjustments during games to optimize offensive performance, based on game situations, player performance, and opposing defenses.

Player Evaluation:

- Assess player performance and potential, providing feedback to help players improve both technically and tactically.

Recruiting & Scouting:

- Assist with recruitment efforts by evaluating and scouting talent for potential team members.

Collaboration with Coaching Staff:

- Work closely with the head coach, defensive coordinator, and other position coaches to ensure a unified approach to coaching and team development.

Communication:

- Maintain clear communication with players, coaching staff, and athletic administration regarding the goals, expectations, and progress of the offensive unit.

Game & Practice Film Review:

- Analyze game footage and practice film to identify strengths, weaknesses, and areas for improvement within the offensive game plan.

Qualifications:

- Strong knowledge of offensive football schemes, including blocking passing and running strategies, as well as modern trends in the game
- Proven ability to motivate, mentor, and develop players, fostering a positive and productive team culture.
- Excellent verbal and written communication skills, with the ability to effectively convey instructions and feedback to players and staff.
- Strong organizational and time management skills, with the ability to manage multiple tasks and priorities in a fast-paced environment.

Education and Experience:

- A bachelor's degree is preferred; significant coaching experience may substitute for formal education.
- Minimum of 3 years of coaching experience in a leadership role, specifically in offensive football strategy (University, or professional level).

Asset Qualifications:

- Prior experience as an offensive coordinator or in a similar leadership role.
- Expertise in advanced offensive concepts, including spread offenses, pro-style systems, or option-based attacks.
- First Aid, CPR, and other coaching-related certifications may be required or preferred.
- *Knowledge of and adherence to all OUA, and USPORTS regulations and policies.*
- Experience with video analysis software for film breakdown (e.g., DVSports, Game Strat or similar platforms)

Work Conditions:

- Must be available for long hours, including evenings, weekends, and travel for games and events.
- Ability to stand for long periods during practice and games, and ability to demonstrate drills or plays when necessary.
- Occasional travel to away games and recruiting events.

The Department of Recreation and Athletics is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.