

# **Carleton University Ravens**

## **Offensive Football Coordinator and Assistant Coach**

### **Duties and Responsibilities**

Under the direction of the Head Coach Football, the Offensive Football Coordinator and Assistant Coach (Offensive Coordinator) will assist in the management and development of the Carleton University Football program, including recruitment and coaching the offense. The objective of the coaching staff is to create an environment conducive to the development of student-athletes. The Offensive Coordinator will assist in guiding the football team in a manner that is consistent with the values of Carleton University and in accordance to the coach's code of conduct.

The Offensive Coordinator must work with others in a team environment and will assist the Head Coach in operating within the Department's annual operational and planning cycles in order to ensure appropriate support and resources for the Program.

The Offensive Coordinator will develop positive relationships with the campus and local community such as faculty, alumni, high schools, football community associations etc.

One of the priorities for the Offensive Coordinator will be to effectively recruiting top football student-athletes, coaching offense and assisting with practice and game film. The incumbent will also play a significant role in developing the football community programs to achieve revenue targets established as part of the budget process to support the Ravens football program. In addition the Offensive Coordinator may be involved in other fundraising initiatives as required.

This position requires that the successful candidate will work and travel during untraditional hours.

### **Qualifications**

#### **Education and Experience:**

The above is normally acquired by the completion of a University undergraduate degree with a preference given to those who have enhanced coaching certification/training in the sport football (minimum Advanced Level 3 NCCP certification or equivalent); plus a minimum 3 years coaching experience and proven success at a high performance level. Equivalencies will be considered.

#### **Skills and Special Requirements:**

- Knowledge of the OUA, U SPORTS and the Canadian sport system;
- Demonstrated expertise and/or knowledge in the recruitment of student-athletes;

- Demonstrated superior football coaching experience in either defense or offense;
- Demonstrated ability to work both independently and as part of a team;
- Excellent communication skills: written & verbal, ability to communicate effectively and develop
- relationships with alumni, academic units, university staff, colleagues, students and community associations;
- Knowledge and experience using video technology for team meetings and playbooks;
- Experience organizing youth football camps and youth skill session;
- Superior interpersonal skills including a strong student-athlete centered focus;
- Superior ability to listen, consult and implement decisions;
- Strong organizational and administrative skills.
- Other assets include: video coordinating, strength and conditioning, and experience in fundraising