

# Manager/Head Coach, Men's Soccer, Voyageur Athletics & Campus Recreation

Position No.: JOBPOST-2025-001236

Salary: \$ 83,462 - \$ 104,045 per year

Competition ends: Thursday, December 11th at 4:30 pm

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## Required Position

Full-Time Appointment

## Responsibilities

Reporting to the Director, Voyageur Athletics & Campus Recreation, the Manager/Head Coach of the Men's Soccer is responsible for recruiting and managing a group of male student athletes, coordinating their competition and academic schedules. The role also includes overseeing the program's budget and developing strategies to enhance the program's growth. Additionally, the Head

Coach is tasked with introducing new ideas to improve the program's performance and success.

### **Athletic Program Leadership & Performance**

- Responsible for team selection, team and individual goal setting, creating individual skill acquisition, tactical and technical preparation, practice planning and preparation, game preparation.
- Management and evaluation of athletes and coaches.
- Scouting using game film and game tape exchange to prepare for OUA and USport opponents.
- Resolves issues related to team performance to ensure the viability and success of the program.
- Works in conjunction with other members of the faculty and university; such as the development and evaluation of individual and program strength and conditioning programs, and other sport science enhancements.

### **Administrative and Resource Management**

- Responsible for the creation, monitoring, management and evaluation of both the intercollegiate soccer budget and the Restricted Spending Plan Budget.
- Budget responsibilities related to the human resources management.
- Responsible for the management, evaluation, training and orientation of staff related to the program.
- Hire staff based on assessment of candidates and understanding of the program's needs.
- Plan strategically for and define the organizational structure for the Men's soccer program including the kinds of equipment used, the methods and techniques of work, the work assignments, duties and responsibilities of positions.
- Ensure work tasks are completed on schedule and standards and policies are followed by staff.

- Attends league meetings and ensures compliance with all league regulations.
- Carries out all of the above duties in a manner that is aligned with Laurentian University and the Voyageur Athletic and Recreation Departments policies, procedures, and guidelines.
- Remains current with knowledge, trends and practices that are necessary to build and maintain a competitive program.

## **Student Support & Services**

- Responsible for the athletic, academic and social performance of the student athletes in the program and provides support such as counseling, crisis intervention, academic support through the student athlete academic support program CAE and access to tutors, the faculty's embedded counselor and Health and Wellness. It is the expectation that the incumbent is available to the student athletes without limitations.
- Responsible for the safety of each student athlete and thus, engages the physicians and therapists who partner with Voyageur Athletics regarding student athlete injuries, return to play protocols, and rehabilitation through sport medicine and strength and conditioning.
- Ensures that student athletes and staff attend anti-doping and drug education seminars and concussion education workshops.
- Supports and assists in implementing programs and services that support intercollegiate athletes, including maintaining accurate athlete records and databases, academic support program for student athletes; eligibility, doping controls and other league competition requirements.

## **Customer & Stakeholder Relations**

- Responsible for managing the recruitment processes for potential recruits per year including the maintenance of the recruiting base of potential recruits, recruit and family visits which introduce the athlete and their family to both the soccer and academic programs offered; home visits where the incumbent represents both the university and the intercollegiate program.

- Fundraising is a key component to the success of the soccer program and the Head Coach.
- Represents the Voyageur Men's soccer program and is integral in managing the relationship with the Voyageur soccer alumni.
- Takes the lead in establishing a plan to engage and activate alumni as supporters and financial contributors to the program. The success of this engagement will include the acquisition of donations to support the Voyageur Men's Soccer program.
- Collaborate in designing and implementing a comprehensive sport development plan that is conducive to positioning Laurentian University at a competitive level to achieve provincial and national prominence.
- Maintains positive relationships with other sport governing bodies at the local, regional, provincial, national and professional levels.
- Works to build strategic relationships with soccer groups in the community to foster relationships, build networks, increase visibility, increase awareness, act as a resource, enhance community engagement, build loyalty and position the incumbent and the program as a soccer leader.
- Engages in leadership capacities with OUA, U Sport, Provincial and National Sport Organizations PSO and NSO that directly contributes to the development of the sport program and the visibility of Laurentian University as a national resource.
- Support other programs, participate in department initiatives, attend events and take on annual projects as requested by the Director.

Perform other duties as assigned.

## Qualifications

- Bachelor's degree in Sports Administration, Sports Performance or a related field.
- Masters / Graduate Degree is preferred.

- Three (3) to five (5) years of relevant experience.
- Canadian Soccer B Diploma or higher, or equivalent.
- Safe Sport Training is required.
- Excellent verbal and written communication skills.
- Demonstrated problem-solving, attention to detail, and conflict resolution skills.
- Excellent organizational and time management skills; ability to meet deadlines.
- Proven ability to manage multiple projects and priorities simultaneously in a fast-paced environment.
- Proven ability to work independently with minimal supervision, take initiative, and collaborate effectively within a team environment.
- Proven discretion and sound judgment when managing highly confidential business, financial, or personnel data.
- Experience with student databases for enrollment, records, and financial aid.
- Demonstrated ability to create, manage, and report on departmental budgets, including forecasting future financial needs and resource allocation.
- Experience in identifying, cultivating, and stewarding relationships with potential donors.
- Ability to work fluently (verbal and written) in both official languages, French and English, is an asset.

\*\*\*We are aware that some applicants are experiencing difficulty using our careers portal. Should you complete an application through our online form and receive an error, please submit your application to [careers@laurentian.ca](mailto:careers@laurentian.ca)\*\*\*

The official University hours of operation shall be from 9:00 a.m. to 4:30 p.m., Monday through Friday, during, and including, the months from September to April, and from 8:30 a.m. to 4:00 p.m Monday through Friday during and including

May to August., amounting to thirty-three and three-quarter (33.75) hours per week.

At Laurentian University, we recognize that work-life balance is essential for both personal well-being and professional success. Our policy offers employees some flexibility to better balance personal needs while maintaining effective service delivery.

Laurentian University is an inclusive and welcoming community committed to employment equity. Applications are encouraged from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions. Laurentian University's bilingualism policy provides a provision regarding the language requirement for persons self-identifying as First Nations, Métis or Inuit.

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## Apply Now

Applications will only be accepted through our [online form](#).



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**Land Acknowledgment - Aki Gaabijidebendaagwak**

We would like to acknowledge the Robinson-Huron Treaty of 1850. We also further recognize that Laurentian University is located on the traditional lands of the Atikameksheng Anishnawbek and that the City of Greater Sudbury, also includes the traditional lands of the Wahnapiitae First Nation. We extend our deepest respect to Indigenous peoples - as a sign of our continued relationship we will support Laurentian University's Truth and Reconciliation Task Force Recommendations. Miigwech. **Listen to it in Anishinaabemowin.**

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