

## Position Information

<b>Group:</b>	LUAPS
<b>Position Title:</b>	Head Coach & Manager, Women's Soccer, Voyageur Athletics & Campus Recreation
<b>Position Number:</b>	AP1056
<b>Department:</b>	Voyageur Athletics
<b>Type of Employment:</b>	Full-Time Appointment
<b>Required:</b>	Full-Time Appointment

## Responsibilities

### Vacancy Status: Existing position

Reporting to the Director of Voyageur Athletics & Campus Recreation, the Head Coach & Manager, Women's Soccer is responsible for recruiting and managing a group of 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

- Manages the comprehensive technical and tactical preparation of the soccer program, including team selection, practice planning, and game-day strategy.
- Oversees the recruitment and evaluation of student-athletes to ensure the talent pipeline aligns with university competitive standards and institutional goals.
- Leads the development of individual and team performance goals, utilizing scouting reports and film analysis to prepare for regional and national opponents.
- Collaborates with university faculty and sport science professionals to implement specialized strength, conditioning, and performance enhancement programs.
- Evaluates the performance of student-athletes and coaching staff to ensure the ongoing viability and success of the Voyageur athletic program.

### Administrative & Resource Management

- Manages the development, monitoring, and reconciliation of the intercollegiate soccer budget and Restricted Spending Plan budget to ensure institutional fiscal accountability.
- Leads the recruitment and selection of program staff in collaboration with Human Resources to ensure university hiring standards and operational needs are met.

- Oversees the management, evaluation, training, and orientation of program staff to ensure alignment with Voyageur athletic standards and university objectives.
- Coordinates the training and performance evaluation of program staff, ensuring all work tasks meet university standards and timelines.
- Ensures strict compliance with league regulations, Voyageur Athletics policies, and university procedures through active participation in league meetings and policy reviews.
- Attends league meetings and ensures strict compliance with all league regulations, university procedures, and institutional reporting requirements.
- Maintains current knowledge of industry trends and best practices to ensure the program remains competitive within the institutional athletic framework.

## **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 student athletes and 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.
- Establishes a regular practice schedule to ensure players are continuously developing their skills and understanding of the game. This includes formations, set pieces, and game scenarios. Teaching players how to work together as a unit and understand their roles within the team structure.

## **Customer & Stakeholder Relations**

- Coordinates recruit and family visits to introduce them to the university academic and athletic environment, representing the program as a primary point of contact.
- Leads fundraising initiatives as a key component of program success and manages the relationship with Voyageur soccer alumni to encourage engagement and support.
- Develops and implements plans to activate alumni as financial contributors and supporters, aiming to acquire donations that benefit the institutional soccer program.
- Collaborates on the design and implementation of a comprehensive sport development plan to position the university at a provincial and national level of prominence.
- Maintains positive relationships with local, regional, provincial, national, and professional sport governing bodies to enhance the program's network and visibility.
- Builds strategic relationships with community soccer groups to foster engagement, act as a resource, and position the program as an institutional leader in the sport.
- Engages in leadership capacities with OUA, U Sports, and National Sport Organizations to contribute to the development of the program and the visibility of the university.

## Other Duties

- Performs other duties within the professional scope and skill level of the position, in full compliance with applicable legislation, university policies, and collective agreements.

## Qualifications

- Bachelor's degree in Sports Administration, Sports Performance or a related field.
- A master's degree in a related field is preferred.
- Eight(8) to ten(10) years of experience in a relevant field.
- Canadian Soccer Association Teaching License or equivalent.
- 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.
- Excellent analytical and critical thinking skills.
- 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.
- Expertise in all aspects of the employee lifecycle, from recruitment and onboarding to performance management and professional development.
- 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.
- Solid experience managing departmental resources, including travel budgets, equipment procurement, and

fundraising initiatives.

- Strong ability to lead and mentor student-athletes, fostering a culture of academic success, athletic excellence, and personal wellness.
- Demonstrated experience in student-athlete recruitment, with the ability to identify and attract top talent while adhering to institutional and league eligibility rules.
- Proven experience in varsity-level coaching, including tactical game planning, technical player development, and match analysis.
- Professional Playing experience is required.
- Working knowledge of athletic association regulations (e.g., OUA, U Sports) and the ability to apply compliance standards to all program activities.
- Proven ability to use de-escalation techniques and professional poise to manage high-pressure situations on and off the field.
- Cultural humility and a demonstrated commitment to fostering a safe, inclusive environment for a diverse roster of student-athletes.
- Ability to work fluently (verbal and written) in both official languages, French and English, is an asset.

### **Applications are being accepted to fill an active vacancy within the University**

\*\*\*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.

Laurentian University is committed to providing an inclusive and barrier-free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process. Please contact Human Resources for more information ([careers@laurentian.ca](mailto:careers@laurentian.ca)).

## **Salary**

<b>Salary:</b>	\$83,462 - \$104,045 per year
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**Application**

<b>Competition Closes:</b>	Tuesday, July 7th 2026 at 4:00 pm
<b>How to apply:</b>	Applications will only be accepted through the following e-mail address <a href="mailto:careers@laurentian.ca">careers@laurentian.ca</a>
<b>Last Modified:</b>	Wednesday, June 24th 2026 at 11:04 am