



Director of Coaching & Operations

Description: In Partnership with the Director and Board, set the vision and outline the road map for travel teams, rec leagues and clinics/camps. This role will be supported by very capable Program Heads and Business Manager/Admin Coordinator.

Key intangibles: Small Office Mentality; Takes initiative; Able to lead; "Get it Done" Attitude; Organized; Can multitask and bring calm in chaos; Well Rounded Team Player; Understands big picture yet does the details right; Should be able to view the club with a holistic approach; Has vision for the entire club and will be an actively present part of all programs.

General Understandings & Responsibilities:

- Use Google Drive and related tools.
- Ability to learn LeagueApps registration system and understand seasonal registrations and communication through the system. Ability to learn and use WordPress for website maintenance.
- Develop relationships with Queens University, Parks and Rec and other facility providers.
- Sit on as a non-voting member on the Board of Directors.
- Understanding Social Media Platforms

Travel Team Responsibilities:

- Partner with Program Heads to develop schedules for all events including playdays, tournaments, local games, and practice schedules; Monitor and identify new playing opportunities for travel team programs.
- Coordinate field & facility rentals and manage usage schedule.
- Oversee tryout application and evaluation process with all program heads. Manage registration creation, monitoring and rostering in partnership with Business Manager.
- Partner with Director and Program Heads to make coaching assignments for Elite and Select Travel Teams.
- Advise and approve all travel needs for Ambush in conjunction with team managers.
- Communicate weekly with program heads during their season to ensure all schedules are up to date and logistics running smoothly. Attend practices regularly for each age group and get to know players. Regularly attend playdays and tournaments and act as a floater coach supporting all teams in attendance.
- Manage Optional Tournament Rosters and logistics.
- Coordinate training, small group & private lesson program.
- Implement College Prep theories and concepts into Ambush curriculum.
- Coordinate semi-annual meetings with key staff to create, review and plan for annual programming.
- Coordinate semi-annual coaches clinic at the start of each season - Indoor and Outdoor.
- Coordinate college clinic series at Bessant.

Rec League and Clinic Management:

- Oversee and approve schedules for rec leagues, clinics and camps.
- Coordinate and assist Rec League/Clinic Program Head in development & implementation of programs.
- Maintain field & facility rentals and manage usage schedule.

Compensation:

Small base salary and additional seasonal pay based programs and registration.

"More than winning, I believe our job as coaches is to develop our players into responsible leaders. Sure we teach them how to be better athletes. But that's not all I want to be known for. I want the young women who come into our program to be better people and better leaders by the time they leave"- Pat Summit