



Coaching Program Manager

POSITION DESCRIPTION

The Coach Developer's primary area of responsibility is to build and oversee an exceptional coach education and skill training program based on principles of positive youth development and in accordance with NICA's Coach Licensing program. The Coach Developer is the primary contact for league coaches. The Coach Developer oversees the annual Coaches Summit, On-the-Bike (OTB) skills courses, and monthly coach Town Hall calls. The Coach Developer communicates regularly with prospective and current coaches regarding certification requirements, helps coaches handle challenging or difficult situations involving student-athletes and/or parents by answering questions, providing suggestions, and, as needed, help mediate/facilitate communication between coaches and parents. The Coach Developer is the liaison between the NICA Coach Education Program and the League.

RESPONSIBILITIES

- **League Summit:** With League Director, plan the Leaders' Summit, including venue selection, agenda topics and presentations, OTB skills instruction, speaker selection and optional rides planning.
- **On-the-Bike Skills:** Plan and execute OTB 101/201 skill courses for coaches. Create and manage online registration, promote OTB opportunities to coaches and respond to inquiries.
- **Coaches Communication:** Schedule and host calls to provide training/collaboration/feedback opportunities for the coaches within your league. Highlight upcoming event details, venue considerations, and any course concerns. Share coach licensing, risk management and event information (could be a stand alone communication or a section within the league's newsletter). Frequency and topics to be coordinated with the League Director.
- **Coach and Team Development:** Respond to inquiries regarding coach educations, licensing requirements, and the Pit Zone. Help coaches handle challenging or difficult situations involving student-athletes and/or parents by answering questions, providing suggestions, and, as needed, help mediate/facilitate communication between coaches and parents.
- **Coach License Management:** Assist League Director and NICA Coach Licensing in identifying compliance of licensure requirements of coaches in your league within the Pit Zone.
- **Safety Study Compliance Tracking and Review:** Provide education and reminders on exposure and incident reporting at leaders' summits, races and other activities where you have contact with coaches. Support following up with designated reporters who miss 3 or more reports. Review all incident reports and exposure reporting on a monthly basis (at minimum) and discuss with NICA Director of Risk Management and Training as needed.
- **Event Weekends:** Schedule and oversee course pre-rides and highlight course features and coaching opportunities throughout the course. Point of contact for Coach and Team questions/concerns throughout race weekend.

DESIRED QUALITIES

- Self-starter, demonstrates independence, motivation and resourcefulness
- Proven organizational skills, ability to meet deadlines and strong attention to detail
- People-person - positive, energetic, welcoming
- Strong team player who works well with a wide variety of people
- Strong written and verbal communication skills
- Ability to complete tasks independently and effectively with minimal supervision

COMMITMENT

- This is a part-time year-round contract position, up to 15 hours per week.

COMPENSATION

- Quarterly stipend offered for full commitment as detailed above
- Food, lodging and travel are subject to reimbursement, depending on funding availability.

Send cover letter and resume to: director@delawaremtb.org. Please indicate the position you are applying for.