



Coach License Manager, Senior

Reporting to the VP of Programs, the Coach License Senior Manager is a full time exempt (salaried) position, responsible for the oversight of the coach licensing program. The position supports state league directors and state coach supporters, while maintaining the national coach license curriculum, ensuring NICA credentialing meets and exceeds industry standards. The position is charged with ensuring implementation of Learning Management System (LMS) issuance of NICA coach licensing publications and risk management communications, management of national coach licensing staff, and providing state league Leaders' Summit (coach education summits) planning and support. The position includes significant travel of up to 8-12 long weekends a year (Friday - Monday), traveling to league and regional events to provide support and training. The position has three direct reports.

Responsibilities

Strategic

- Oversees all aspects of the NICA Coach License and Adventure Programs
- Implements Coach License Refinement and Expansion Plan, providing timelines and deliverables
- Plans quarterly strategic coach licensing department meetings (two offsite)
- Meets Key Performance Indicators (KPI's) for the coach license program as determined by NICA management team and NICA League support committee
- Provides recommendations, vision, strategy, and concerns to management team
- Develops new partners and maintains existing partners
- Ensures NICA Coach License Program meets or exceeds national standards

Management

- Oversight and development of NICA coach license curriculum including skills, team, coach, and character development using Leaders' Summit materials, agenda, presentations, website content, online coach forum, Learning Management System (LMS), and educational materials
- Creates engaging content and coach training curriculum for NICA Learning Management System (LMS) database. Works with Administration department to install content into system and into Pit Zone.
- Travels to leagues requesting coach licensing support at their Leaders' Summits. Provides instruction for new leagues during their inaugural Leaders' Summits, including NICA On-The-Bike Skills.
- Issues NICA coach licensing publications and risk management communications
- Leads coach supporter calls, forums and coordinates periodic online webinars. Coordinates and travels to Regional Coach Supporter Trainings.
- Collaborates with risk management director on all aspects of education and training
- Collaborates with NICA registration manager to ensure coach licensure administration and coach registration is running smoothly, and communication with coaches is effective
- Manages background check process; reviews flagged background checks to evaluate based on the NICA criminal background check policy
- Responds to and assists volunteer coaches with the Coach Licensing and Pit Zone registration process
- Works with Teen Trail Corp (TTC) and Camp program manager and Adventure Program Manager to identify and develop trainings required for coach participation with the TTC, Camp and Adventure programs
- Ensures state league directors and state coach supporters have necessary training and support communication and curriculum ahead of and during Leaders' Summits
- Assists League Directors in achieving and maintaining coach training levels

Qualifications

- Bachelor's Degree or 5+ years experience in an education or youth development program
- Experience developing youth sports (mountain bike) risk management practices and coach development curriculum for youth, coaches, and volunteers
- Experience managing direct reports. Strong managerial skills.
- Experience working with youth, preferably in sports
- Experience working with adults in a hands-on sports and educational environment
- Exceptional project management skills; ability to lead multiple operations, including program development and implementation, group facilitation, training, marketing, and strategic planning
- Excellent communication skills and effective written skills. Ability to facilitate engaging coach and student athlete risk management trainings and presentations.
- Ability to ensure that all programs, events, and trainings meet applicable risk management, safety, and quality guidelines and incorporate the NICA mission and core values
- While performing the duties of this job, the employee is regularly required to ride a mountain bike, drive a vehicle to and from trainings with a valid driver's license and proof of insurance, and may be required to occasionally be able lift and/or move up to ten pounds unassisted
- Requires significant travel of up to twelve weekends a year
- Background check will need to be processed (required for work with student athletes)

To Apply

Please send a cover letter and resume to Kelly Curry, HR Director at jobs@nationalmtb.org by November 18, 2019. Those whose applications are up for consideration, will be contacted. No phone calls, please.

NICA is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.