



Coach License Manager - Skills Curriculum Development & Standards

Reporting to the VP of Programs, the Coach License Manager's primary area of responsibility is overseeing the training of NICA On-The-Bike Skills to NICA Coaches, Coach Supporters and League Directors. This position ensures standards and consistency of skills instruction across NICA. Responsibility includes overseeing the development of NICA Skills curriculum and co-facilitation of NICA National Coach Supporter Forum.

This position is part-time, 12 hours a week plus 8 - 12 long weekends (Friday - Sunday) a year travelling to and teaching at Leaders' Summits. This position may develop to full time. Salary dependent on experience. Position may be local (Berkeley, California) or work remote.

Responsibilities

Coach Education

- Coordinates, expands, develops and updates all NICA On-The-Bike Skills curriculum;
- Supports League Directors with Leader's Summit materials including agenda, presentations, and educational handouts;
- Travels to Leagues requesting NICA On-The-Bike Skills support at their Leaders' Summits;
- Travels to and trains Coach Supporters regionally;
- Facilitates instruction of skills training for new leagues during their inaugural Leaders' Summits;
- Leads periodic online webinars;
- Engages with Risk Management Director on all aspects of training and education;
- Collaborates with national staff on curriculum development and integration of all curriculum areas.

Coach Licensure Credentialing

- Ensures industry standards best-practices are integrated into the credentialing process;
- Create and nurture partnerships with providers of training outside the NICA Program, such as ICP, Coach Supporters and partners;
- Works with NICA registration manager throughout the coach registration system to track and communicate to participants skills certification requirements and process.

Coach Communication

- Contributes to Coach Newsletter (managed by Coach License Manager of Team Development);
- Co-facilitates NICA Coach Forum with Coach License Manager of Team Development;
- Issues periodic emails communicating license status;
- Coordinates weekly "check-in" calls with coaches supporters and League Directors across the nation to create community, collaboration, and develop channels of feedback.

To apply:

Please send the following **3 documents by July 21st** to laurend@nationalmtb.org, with subject “Coach License Manager-Skills application”

- Cover letter
- Resume
- Written response to the following 3-part situation:

NICA is currently developing (in partnership with IMBA ICP program) three skills instruction courses and manual titled “NICA On-The-Bike Skills 101, 201 and 301.” Each class instruction takes approximately 4 hours and covers a set of predetermined curriculum and syllabus that make use of the full time.

Part 1 League Director request:

- A League Director only has one 4 hours time slot available during his or her Leaders’ Summit and would like you to combine the curriculum for all three courses and teach a combined condensed version of 101, 201 and 301 in 4 hours.
- What would you do and how would you respond?

Part 2: Teaching NICA On-The-Bike Skills 101:

- You are at a Leaders’ Summit teaching Skills 101. About 20 minutes into the instruction, a very educated, gifted and confident coach speaks up and communicates to you and the entire group “I believe the method of teaching I have received is better than NICA/IMBA ICP instruction method and here is why....”
- What would you do and how would you respond?

Part 3: Keeping curriculum relevant and fresh:

- What is the best way to keep NICA skills curriculum consistent across all NICA leagues, but also adaptable, relevant and fresh each year?

Note: This position will remain open until filled. No phone calls please. As an equal opportunity employer, NICA is committed to equity and inclusion. Candidates from all backgrounds and experiences are encouraged to apply. NICA appreciates each application it receives, but due the volume of responses for positions at NICA, only candidates who best fit the needs of the organization will be contacted.