



## **Coach License Manager - Team Development**

Reporting to the VP of Programs, the primary areas of responsibilities are to:

1. Be the primary inspiration and support to League Directors and Coach Supporters for the planning and execution of Leaders' Summits and ongoing development of teams;
2. Evolve, enhance and develop all NICA coach curriculum (presentations, manuals, webinars and coach resources) for League Leaders' Summits (with the exception of NICA On-The-Bike Skills curriculum) so that curriculum is current, relevant and compelling to NICA League Directors, Coach Supporters and Coaches; and
3. Oversee publication of quarterly coach newsletter and co-facilitation of national Coach Supporter Forum.

We are considering qualified candidates for part-time or full time to fill this role. Position includes 8 long weekends (Friday - Sunday) a year travelling to and teaching at Leaders' Summits. Salary dependent on experience. Position may be local (Berkeley, California) or work remote.

### **Responsibilities:**

#### **Coach Education**

- Coordinates, expands, develops and updates all educational tools used in the Coach License Program, including Leader's Summit materials, agenda, presentations, and educational handouts;
- Travels to Leagues requesting Coach Licensing support at their Leaders' Summits;
- Facilitates instruction and presenters for new leagues during their inaugural Leaders' Summits
- Leads periodic online webinars;
- Engages with Risk Management Director on all aspects of training and education; and
- Collaborates with national staff on curriculum development and integration.

#### **Coach Licensure Credentialing**

- Ensures industry standard best-practices are integrated into the credentialing process;
- Creates and nurtures partnerships with providers of training outside the NICA Program; and
- Works with NICA registration manager throughout the coach registration system to track and communicate to participants in all areas to maintain a coach license including: background check; registration; field work; First Aid requirements; concussion training; professional development units; and coach exams.

#### **Coach Communication**

- Coordinate, enhance and publish the Coach Newsletter;
- Co-Facilitates Coach Forum with Coach License Manager of Skills;
- Issues periodic emails communicating license status and risk management information; and
- Coordinates weekly "check-in" calls with coaches across the nation to create community, collaboration, and develop channels of feedback; and
- Maintains the coach presence on the NICA's website, including coach program, educational materials and more.

## To Apply:

Please send the following **3 documents by July 31st** to [laurend@nationalmtb.org](mailto:laurend@nationalmtb.org), with subject “Coach License Manager-Team Development application”:

- Cover letter
- Resume
- Response to the following:

You have been asked by a NICA League Director to facilitate three small group coach discussions at the Leader’s Summit on “team development” for 1st year, 2nd year and 3rd year teams. Assuming these discussions occurred at different times, please provide the following in 3 pages or less:

### Part 1:

**League Director support:** Provide 3 questions before beginning to prepare for this exercise you would ask the League Director.

### Part 2:

#### **Year 1 Team: questions, challenges and solutions**

- Provide 2 questions you would ask this group
- Provide 2 top challenges you anticipate this group might face in the upcoming year
- Provide possible solutions to above challenges

#### **Year 2 Team: questions, challenges and solutions**

- Provide 2 questions you would ask this group
- Provide 2 top challenges you anticipate this group might face in the upcoming year
- Provide possible solutions to above challenges

#### **Year 3 Team: questions, challenges and solutions**

- Provide 2 questions you would ask this group
- Provide 2 top challenges you anticipate this group might face in the upcoming year
- Provide possible solutions to above challenges

### Part 3:

**Follow-up:** Following this exercise, what would be your next steps with the League Director, Coach Supporters and coaches leaving the summit?

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.