



UNIVERSITY OF WINDSOR
NOTICE OF TEMPORARY VACANCY
Non Union Administration

POSITION TITLE: Track and Field Apprentice Assistant Coach (Throws)

DEPARTMENT: Athletics & Recreational Services

EFFECTIVE DATES: May 1, 2025 – April 30, 2027

The University of Windsor is situated on the traditional territory of the Three Fires Confederacy of First Nations: the Ojibwa, the Odawa, and the Potawatomie. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit.

This position is partially funded by a Coaches Association of Ontario, Female Assistant Coach Grant.

PRIMARY JOB RESPONSIBILITIES:

Reporting to the Director of Athletics and the Head Coach, Track and Field, the Track and Field apprentice coach position is intended to increase the performance of Lancer Track and Field program and create sustainability in the program for long term success.

The apprentice coach will support the Track and Field Head Coach in coaching, recruiting, training, and student-athlete development within the team. The Apprentice Coach is required to abide by the rules and regulations established by the OUA and U SPORTS. The position receives funding from the Coaches Association of Ontario and includes specific requirements for the position. This position is considered an integral component to our Athletics and Recreational Services Department, as we look to champion excellence, inspire students, and engage our communities.

SUMMARY OF DUTIES:

1. Coaching responsibilities as assigned by Head Coach
2. Assist with the recruitment of prospective student-athletes
3. Assist with overall season plan, weekly practice plans and team workouts
4. Monitor team and individual progress toward goals
5. Build alumni support and connections to support fundraising initiatives and events
6. Coordinate community-based programs, including developing a sustainable para-athletics opportunity for local athletes
7. Develop positive and effective interpersonal relationships with the student-athletes
8. Mentorship of emerging female coaches
9. Assist with major trip planning (non-conference competition)
10. Other duties as assigned by Head Coach

ESSENTIAL QUALIFICATIONS:

The successful candidate must possess:

- Undergraduate degree
- Competition Development (Performance Coach), or equivalent
- Minimum of five years of experience in the sport of track and field as a player, coach and/or administrator
- Must have good written skills, verbal communication, effective organizational skills
- Identify as a female

PREFERRED QUALIFICATIONS:

- Prior coaching experience at the university or college level
- Performance Coach certified, or willing to complete by the end of year one
- Prior experience in mentoring coaches
- Video software editing experience

EMPLOYMENT EQUITY STATEMENT:

In pursuit of the University of Windsor's employment policy as well as its equity, diversity, inclusion, and decolonization commitments, members from the designated groups (Women, Indigenous Peoples, Racialized Persons, Persons with Disabilities, and those that identify as 2SLGBTQIA+) are encouraged to apply and may self-identify if they choose to do so.

Candidacy for this position will require you to be *authorized* to work in Canada. If you need an accommodation for any part of the application and hiring process, please notify employment@uwindsor.ca.

APPLICANTS INTERESTED IN THE ABOVE MUST APPLY IN WRITING BY COMPLETING AN "APPLICATION FOR EMPLOYMENT" FORM AND FORWARDING IT WITH YOUR COVER LETTER AND RESUME TO:

employment@uwindsor.ca

ON OR BEFORE:

March 27, 2025 by 4:00pm

We thank all applicants in advance for their interest in the University of Windsor, however, only those under consideration will be contacted. Applications submitted through employment agencies will not be considered.

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