



PO Box 237, Prince George BC, V2L 4S1

www.pgtrackandfield.ca

October 9, 2023

Call for Applications: PGTF CLUB HEAD COACH

The Prince George Track and Field Club is seeking an enthusiastic, experienced, and qualified individual who's interested in being the Club Head Coach for the upcoming 2024 and 2025 seasons. This is a salary position commensurate with qualifications and experience.

If you are interested in exploring this opportunity, please forward a short letter (one page preferred) outlining your interest and past experiences plus a resume of relevant information no later than December 1, 2023, attention:

Prince George Track and Field Coaching Committee at princegeorgetrackandfield@gmail.com

Prince George Track and Field Club would like to have the Club Head Coach in place by January 1, 2024. A job description is provided below as well as an organizational chart. Any questions can be directed to the above email.

Club Head Coach Job Description

The Club Head Coach will work closely with the board of directors and will be responsible for overseeing the day-to-day programming for the club and providing direction to other coaches in the delivery of the program to the club's athletes aged 6+. It is expected that the Club Head Coach will attend all practices during indoor training and the outdoor season. The position requires values consistent with the high standards of the Prince George Track and Field Club and a desire to produce a program that competes with the best teams in the province. In addition, the Club Head Coach will ensure compliance with BC Athletics, Athletics Canada and BC High School Track and Field rules and regulations. Club Head Coach will act as a positive role model for both athletes and coaches, showing sensitivity and flexibility in dealing with each athlete and/or coach and will always represent the Club and self in an ethical manner, maintaining the principles of True Sport and Safe Sport.



Proud Member





PO Box 237, Prince George BC, V2L 4S1

www.pgtrackandfield.ca

Qualifications

- Club coach certified or higher (exception will be considered for those with clear evidence of progress towards coaching certification).
- Minimum 4 years recent experience coaching Track and Field and 4 years participating in Track and Field.
- Demonstrated commitment to SafeSport and equity, diversity, and inclusion.
- Completion of NCCP courses Safe Sport, Creating a Positive Sport Environment, Managing Conflict, and Keeping Girls in Sport.
- Ability to communicate effectively with athletes, coaches, parents and/or guardians.
- Have strong interpersonal skills and be able to productively work with all different age categories and skill levels.
- Leadership and management skills necessary to mentor younger coaches.
- Successful completion of a Criminal Record Check - Vulnerable Sector Check prior to January 2024.

Responsibilities

- Plan and deliver year-round training for athletes aged 6+ with workouts to include all events and provide variety.
- Develop and update the legacy program to fit the needs of PGTF athletes and Club.
- Understand the needs of each athlete and adjust coaching strategies accordingly.
- Set team and athlete goals for the season, with input from other coaches.
- Aid senior coaches in developing the annual training and competition plans for developing and performance athletes.
- Handle parental concerns and disciplinary matters in a fair, timely and consistent manner in coordination with the PGTF Coach Coordinator.
- Work with BC Athletics to ensure ongoing program and development opportunities are being provided to athletes and coaches.
- Attend monthly meetings with the Board of Directors or submit a written report outlining recent activities/accomplishments, upcoming events, and program needs.
- Meet at least monthly with Track Rascals and Junior Development head coaches during outdoor season to determine needs and progress.



Proud Member



- Work with the Board of Directors to:
 - Establish a reporting structure to ensure proper flow of information between all coaches, parents, and the Board as well as the community, and local/regional media.
 - Maintain a well-developed recruitment, training, and retention program for coaches, including coordination of coaching duties.
 - Promote programs related to track and field including training camps, competitions, and professional development within the PGTF club membership and the community.
 - Complete an annual inventory of equipment at the conclusion of each outdoor season and advise the Board of needed inventory for the subsequent outdoor season.
 - Select and distribute awards to athletes with feedback from other coaches.

Club Structure and Governance

