



Coach License Manager; Coach, Team Development

Reporting to the Coach License Senior manager, this is a full time exempt (salaried) position and is responsible for development of NICA coaches as they move through NICA coach license programs and coach NICA Student-Athletes at the team level. The position provides support and guidance to state league directors and state coach supporters for planning and execution of Leaders' Summits as well as ongoing development of NICA teams. The position also aides in development of all NICA coach curriculum for state league Leaders Summits (coach education summits) and the Learning Management System (LMS). The position includes significant travel of up to 12-14 long weekends a year (Friday - Monday), traveling to league and regional events to provide support and training. This position has no direct reports.

Responsibilities:

Coach Development and Education

- Develops, coordinates, expands, and updates all educational tools used in the Coach License Program, including Leaders' Summit and Continuing Education Materials
- Engages with Safety and Risk Management Director on all aspects of training and education
- Collaborates with national staff on curriculum development and integration
- Assists coaches and team directors through NICA's coach education and licensing process with excellent customer service (via email, voicemail) and providing additional support as needed.
- Travels to leagues requesting coach licensing support at their Leaders' Summits or Coach Retreats
- Works with coach license senior manager to facilitate instruction and presenters for new leagues during their inaugural Leaders' Summits, including NICA On-The-Bike Skills.
- Organizes and facilitates online webinars
- Supports league directors with Leaders Summit materials including agenda, presentations, and educational handouts
- Ensures industry standard best-practices are integrated into the credentialing process
- Creates and nurtures partnerships with outside training partners
- Works with NICA registration manager throughout the coach registration system to track and communicate to participants in areas to maintain a coach licensing: background check, registration, field work, first aid requirements, concussion training, continuing education units, and coach education courses.
- Maintains the coach licensing content on the NICA's website and in Litmos (LMS); coach program and educational materials.
- Contributes content to NICA coach newsletter and coach supporter webinars and calls

Qualifications

- Bachelor's Degree or 5+ years experience in an education or youth development program
- Experience working with youth, preferably in sports. **Experience as a NICA coach preferred.**
- Experience developing youth sports (mountain bike) risk management practices and coach development curriculum for youth, coaches, and volunteers
- 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 presentations
- Ability to ensure that all programs, events, and trainings meet applicable risk management, safety and quality guidelines and incorporate the NICA mission, vision, 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 - fourteen 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 March 29, 2021. Those whose applications are up for consideration, will be contacted after March 29.

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.