

Head Coach

Lay-Up Youth Basketball

Full-Time



Who We Are

Lay-Up Youth Basketball is a charitable organization that delivers cost-free programs designed to develop the skills kids need on and off the court. Lay-Up provides evidence-based basketball, coach development programs, culture of basketball workshops, and employment opportunities in and around recognized Neighbourhood Improvement Areas across Toronto.

We combine a high quality basketball experience with best-practices in youth development to foster meaningful relationships and equip children and youth for success. Lay-Up is dedicated to breaking down the barriers to access to sport for youth, women and girls, and coaches.

Please refer to the Lay-Up website (www.layup.ca), IG page ([instagram.com/layup](https://www.instagram.com/layup)), and LinkedIn page ([www.linkedin.com/lay-up](https://www.linkedin.com/company/lay-up)) for additional details and updates.

Head Coach

Our Head Coaches provide leadership on and off the court, execute our in-person and virtual programming, support community engagement strategies and are involved in a range of administrative functions. Head Coaches should have administrative, community relations and youth basketball programming experience. They must have a strong presence, leadership skills and be comfortable working in a range of settings including an office, gym, out in local communities and delivering programs in a virtual setting. Head Coaches should have a minimum of 2 years of experience working with children and/or youth based programming - ideally in a small, dynamic organization.

The successful candidate will report directly to Lay-Up's Director of Basketball Operations and support relationships with many of our external stakeholders including our partners, vendors, community outreach centres, program parents and participants. As a growing organization, the Head Coach is a part of a high performance team and maintains effective communication with the leadership and Basketball Operations team while working remotely and in a team setting.

This is a fast paced, multi-disciplinary role that requires a team-first mentality and a proactive mindset in responding to challenges and opportunities at the program and organizational level. Most importantly, the Head Coach holds a deep belief in the power of sport for development, and the transformative potential of basketball at an individual, team and community level.

Responsibilities

Head Coaches report to the Director of Basketball Operations and work collaboratively in the implementation of all basketball programming. The Head Coach provides leadership within Lay-Up programs through high quality delivery of our in-person and virtual program curriculums; conducting program related administrative duties; participating in the development and delivery of on-court curriculum; delivery of on-court partnerships; support of program and participant evaluations; and ensuring a safe, fun and inclusive environment where all Lay-Up program policies and procedures are met.

Head Coaches are an empowering force in our coach community, playing an important role in ensuring each specific site is growing and thriving, while bridging on-court experience and central decision-making.

Head Coaches embody and represent our standard to be the best on and off the court in programs powered by the culture of basketball to positively impact children and youth of all levels of skill and interest in the game.

Programming

- Ensure programs meet Lay-Up health and safety standards;
- Ensure all program sites have the appropriate equipment and supplies needed;
- Maintain all equipment bags and storage space neatly organized;
- Implementation of Lay-Up's on-court and off-court curriculums;
- Understanding and timely implementation of coach training concepts such as drill loading and trauma informed responses;
- On-site leadership of programs;
- Lead supervision and engagement of participants;
- Support programming partners in executing a seamless offering for participants;
- Ensure timely and professional communication with participants and parents outside of program including outreach campaigns and reminders;
- Oversight of the safe and healthy delivery of snacks;
- Identify social media priorities and capture supporting content at programs (i.e., pictures, surveys, participant stories);
- Support management and digitization of all data from programs including attendance, surveys, session reports, and pictures/video;
- Support the development and training of volunteers.

Curriculum Development

- Use experience at programs to provide feedback to the Lay-Up team, and help iterate the curriculum as necessary;
- Recognize and adapt drills to varying skill levels, site challenges, and group size;
- Support the design and implementation of off-court programming that maximizes participant engagement and impact through the culture of basketball;
- Maintain up-to-date and accurate inventory of programming equipment;
- Research and network with potential off-court partners that can support Lay-Up programming;
- Research basketball and non-basketball drills, games and activities that can develop social or life skills (i.e., teamwork, communication etc.) for the development of a Lay-Up bank of content.

Organizational

- Attend weekly Lay-Up leadership team meetings;
- Support Lay-Up executive team in any ad-hoc projects or analysis;
- Prioritize Basketball Operations meetings with Director of Basketball Operations;
- Execute Lay-Up's out of program participant opportunities (i.e., accompanying participants to a Raptors game);
- Provide executive team with on the ground data, content and program feedback;
- Complete a range of administrative duties including intake and management of participant forms and information (including health information), document all incidents with participants/staff/parents/partners, and conduct calls and reminders to parents/guardians and participants;
- Support the design and implementation of various approaches to measure program impact, and continually enhance survey and participant story strategies.

Skills & Requirements

- Highly proficient in GSuite (Gmail, GCal, GDrive & docs), and ability to pick up new software and tools;
- Familiarity with Slack and Trello as key communication and organizational tools is an asset;
- Previous experience planning and coaching house league, skill development programs, and other non-competitive settings;
- Experience working with children/youth ages 6-14;
- Reliable, punctual, motivated, team-player;

- Strong sense of initiative and ownership in order to continuously seek to improve and contribute to the growth of the program;
- Strong attention to detail, highly-organized, problem-solving skills and an always positive and energetic attitude;
- Excellent verbal and written communication skills (ability to draft a professional and clear email);
- Able to communicate effectively with youth, staff and parents while building relationships;
- Interested in meeting new people and speaking confidently in a small and large group settings
- Proven track record of working with partners on behalf of an organization and the ability to build new relationships;
- Community oriented and a positive brand ambassador across interactions with all Lay-Up stakeholders
- Ability to get to different areas of the city is a necessity;
- Availability between the hours of 9am-8pm, Monday through Sunday (see time commitment below)

Time Commitment

Lay-Up runs in-person after school programs, and summer camps which necessitates different time commitments based on the time of year:

After School Program (October - April) 35-40 hours per week: Lay-Up runs after school programs on Mondays - Sunday. Programs can run between 9am-8pm, with additional time going to preparation, planning, equipment pick-up, team meetings and other duties as required.

Summer Camps (June-August) 40 hours per week: During the summer season, Head Coaches support program sites throughout the week with additional duties as required.

Compensation

This position has an annual salary of **\$50,000** with additional health benefits, and three weeks of annual vacation time.

Professional Development

Lay-Up will provide **\$1,500** per year directed towards personal and professional development related to the role. Additional training and development opportunities are provided through Lay-Up's broad community of partners.

Training and Certification

N.C.C.P level 1 certification, Standard First aid and CPR certification and Vulnerable Sector Screening will be provided and paid for by Lay-Up to the successful candidate to ensure up-to-date certification and training.

HOW TO APPLY:

Please submit a cover letter and resume to **Micaella Riche, Director of Basketball Operations at mriche@layup.ca**

Lay-Up Youth Basketball is committed to fostering a diverse and inclusive work environment. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our organization. Please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment and selection process.