

ENDURANCE DEVELOPMENT ASSISTANT COACH

Document ID	JOB008
Employer	Japan Cycling Federation
Work Type	Contract
Contract period	In general, between January 2018 and March 2021. (Annual renewal) (If the project will continue and we will consider that duties capability and working attitude are superior during the contract period, there is a possibility for renewal the contract after March 2021.)
Salary	Upon experience: 3,000,000 – 4,800,000 Yen
Location	Shizuoka Prefecture, Japan
Posted	28 Nov. 2017
Closes	The position will remain open until the position is either closed (an applicant contracted) or cancelled.

JOB DESCRIPTION

Pre-amble

Japan Cycling Federation (JCF) is the recognized authority by the UCI (Union Cycliste International), JSC (Japan Sports Council) and JOC (Japan Olympic Committee) on all aspects of cycling in Japan. JCF is responsible for the management and development of the sport from the national team at the elite level, including Olympic, Paralympic and Asian Games.

JCF, through its High-Performance Center (HPC), aims to create and sustain an effective system that develops talented Japanese track cyclists to achieve Olympic, Paralympic and World Championship medal performances.

Short Description

The Development Assistant Coach plays a vital role of support to the Endurance high performance program.

Reports to

The Development Assistant Coach will work under the leadership of the Endurance Head Coach to implement the technical direction that will lead to the building of a robust world-class Track program.

Main Responsibilities (include but are not limited to)

- Assist in training sessions developed by the Head Endurance Coach and Strength and Conditioning trainer.
- Assist the head Endurance Coach and the coaching team in the monitoring of the endurance high performance athlete pool.
- Assist coaches and other team members throughout a wide range of tasks (data collection, database maintenance, assisting in training sessions, logistics, etc.).
- Assist with the administration and coordination of logistics, accounting, coaching and team resources related to local and overseas squad training and competitions

- Actively seek out talent through communication with stakeholders and talent identification initiatives.
- Facilitate communication between parties who speak two different languages (Japanese and English).
- Assist in translating from English and Japanese on behalf of team members; may translate documents as specifically requested.
- Reading papers and preparing support materials beforehand.
- Provide safe and effective care.
- Provide occasional services on as-needed basis.
- Promote a friendly and helpful team-working environment.
- Any other work assigned by a superior.
- Maintain strict confidentiality.

Requirements (include but are not limited to)

- A degree in Sports Science, or equivalent.
- Experience in the usage of computers and office software packages (Ms Word, Excel, etc.)
- Experience in handling of web-based management systems.
- Fluency in English and Japanese speaking skills.
- English and Japanese written skills.
- Professional coaching experience in cycling or other sport will be a plus.

Key Competencies and Behaviors (include but are not limited to)

- Flexible and capable to work under pressure.
- Strong multitasking abilities.
- Ability to work as part of a team.
- Strong organizational and communication abilities.

General

- The person taking this role will be required to travel to Competitions and Training Camps agreed upon by the Head Coach and a superior.
- Comply with all policies set down by JCF and ensure that they are implemented as appropriate

APPLICATIONS

- Please send full resume to “kyoka@jcf.or.jp” with
 - ◇ current and expected salary
 - ◇ contact telephone number, email and postal addresses
 - ◇ current work situation and your availability date for work
- Please quote reference no. “**JOB008**” in the application.
- Applicants who are not invited for interview within six months may consider their applications unsuccessful.
- All applications will be treated in the strictest confidence. The collected data will be used for recruitment and other employment-related purposes only, and in general it won’t be returned.