



Job title	Coordinator, Coaching Programs
Reports to	Manager, Sport Development

Job purpose

The Coordinator, Coaching Programs is responsible to provide administration support for all Skate Ontario Coaching programs including NCCP and other professional development. The Coordinator, Coaching Programs is also responsible to support the Manager, Sport Development in the day to day functions of the sport team.

Duties and responsibilities

- Create a calendar for NCCP courses and professional development required for the province, to post on the Skate Ontario website
- Organize all aspects of the NCCP courses offered by Skate Ontario, including the booking of facilities, contracting learning facilitators, promotion, registration, obtaining all required supplies, and all administrative duties pre and post courses
- Administer all coach professional development supported by Skate Ontario
- Support the Manager, Sport Development in other areas of the sport development team as required
- Serve as the first point of contact at the office for the coaches of Ontario, receiving and screening incoming calls and general emails
- Produce reports and analysis of coaching programs in Ontario

Qualifications and experience

Qualifications include:

- 2+ years experience in an administrative role
- Proficient in data base creation and management
- Experience working in a sport development team
- Thorough knowledge of industry practices
- Experience and knowledge of the NCCP coaching system

Skills and fit:

- Excellent verbal and written communication skills
- Excellent presentation and facilitation skills
- Ability to work independently
- Ability to perform in a fast-paced, changeable environment
- Ability to influence positive change
- Excellent relationship building skills

- Proficient in MS Office

Working conditions

- Long hours at times to meet the requirements of the business which will include evenings and weekends

Please email Resume and Cover Letter to:

Scott Rachuk

Director, Sport Operations, Skate Ontario

srachuk@skateontario.org

CLOSING DATE: 5pm Eastern Standard Time, May 18, 2017