



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

Job purpose

The Coordinator, Sport Development is responsible to provide support to the Manager, Sport Development with the Skate Ontario sport development strategy in the LTAD stages of Learn to Skate, Learn to Train, Learn to Compete and Active for Life. The responsibilities include support in program development, execution, monitoring and analysis in all skating disciplines. This includes programming for skaters, coaches, parents and officials, throughout the province. As a member of the Sport Development team, the Coordinator is responsible for ensuring a consistent and best in class approach to all sport programs for Ontario.

Duties and responsibilities

- Support the development, execution and analysis of new programming for athletes, coaches, parents and officials throughout Ontario in the LTAD stages: Learn to Skate, Learn to Train, to Compete and Active for Life
- Work in a team environment to create effective and new sport development programming
- Support the delivery plan for coach and official education and development
- Execute sport development programming, workplans and task lists
- Establish and manage effective working relationships with select technical volunteer committees
- Contribute to a collaborative, cross-functional team as a member of the sport development team
- Use metrics and program tracking to continuously improve the quality of all programs

Qualifications and experience

Qualifications include:

- 2+ years experience in skating development, in a coaching or administrative role
- Experience in organizational development support at the skating club, Section or National level
- Experience working in a sport development team
- Experience working cooperatively with volunteer committees
- Thorough knowledge of industry standards and practices
- Proven experience with development programming to diverse stakeholders

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

- Frequent travel required
- Long hours at times to meet the requirements of the business which will include evenings and weekends
- Must have use of a vehicle and driver's licence

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