

## **Job Description: Coaching and Officials Development Coordinator**

Division: Sport  
Reports to: Executive Director – Coaches Association of Saskatchewan  
Location: Regina or Saskatoon

### **Job Purpose**

The Coaching and Officials Development Coordinator will assist the Coaches Association of Saskatchewan (CAS) to carry out its mandate of providing education, recognition and support for coaching in Saskatchewan.

The Coordinator will also work in collaboration with various stakeholders to lead and implement the outcomes and objectives of the provincial Aboriginal Coaches and Officials Program (ACOP).

### **Primary Duties and Responsibilities**

#### 1. First Nation and Métis Coach and Officials Development

- Develop relationships with First Nation and Métis organizations and communities to increase awareness of and access to ACOP and other coaches and officials initiatives.
- Work with the Coaches Association of Saskatchewan (CAS), Provincial Sport Organizations (PSOs), and First Nation and Métis organizations and communities to plan, coordinate and/or deliver coaching programs, specifically the multi-sport and sport specific National Coaching Certification Program (NCCP) workshops, including the Aboriginal Coaching Module (ACM).
- Work closely with PSOs and First Nation and Métis organizations and communities to plan, coordinate and/or deliver officials development opportunities.
- Work in partnership with the PSOs and First Nation and Métis organizations and communities to raise the skill and experience level of First Nation and Métis coaches and officials participating in mainstream sport, First Nation and Métis competitions and multi-sport games.
- Identify key individuals interested in coach and officials' development and assist them with access to existing mentorship programs and professional development opportunities.
- Act as the primary link between the Coaches Association of Saskatchewan programs and services and First Nation and Métis communities.
- Play a leadership role in developing policies, guidelines and procedures to support the effective administration and delivery of key program responsibility areas.
- Coordinate initiatives for the ACOP program consistent with designed policies and guidelines, program strategies, grant processes, reporting systems and budget parameters.
- Oversee the management of a database that will track and report on ACOP program participation and results.
- Develop processes to regularly monitor and evaluate initiatives against stated goals, objectives and outcomes.
- Collaborate with client(s) to resolve program or service issues; and maintain up to date knowledge of all program and services available to educate and inform.

## 2. Other Coaching Development

- Work cooperatively with the Sport, Culture and Recreation Districts to support the effective delivery of NCCP and other coach education initiatives throughout the province including the development of coach mentorship opportunities related to the Saskatchewan Games program.
- Provide oversight to the Canada Games Aboriginal Apprentice program and the Women in Coaching Apprenticeship program.
- Take the lead role in working with sport organizations, communities, early childcare educators, and schools to advance Fundamental Movement Skills (FMS) training in Saskatchewan.
- Assist with the planning and delivery of the bi-annual Saskatchewan Coaches Conference.
- Assist the CAS Executive Director with duties related to the promotion, administration and delivery of the NCCP in the province.
- Assist with the planning and implementation of multi-sport Coach Developer training, re-training, and upgrading including the coordination of Coach Developer Core Training workshops.
- Support inquiries that pertain to coaches and officials development and be able to provide service to address client(s) needs.
- Assist with planning and delivery of National Coaches Week activities.
- Support the social media initiatives of CAS and the ACOP program.

## **Knowledge, Skills, and Abilities**

- Demonstrated knowledge and experience in the Provincial sport delivery system:
  - Familiarity with the National Coaching Certification Program for Coaches
  - Sport development and administration
- Demonstrated skills in the following areas:
  - Clear communication - verbal and written
  - Sound administration and time management
  - Computer programs and databases
- Demonstrated abilities in the following areas:
  - Work collaboratively with individuals and in team settings
  - Develop and maintain positive relationships internally and externally
  - Work independently and take initiative
  - Work effectively with volunteer committees

## **Qualifications and Experience**

- Post-secondary degree or diploma in Kinesiology, Sport or Recreation Administration, Education or a relevant discipline, or a strong combination of relevant training and experience.
- Knowledge and experience in program planning and delivery, partnership development, policy development, data collection and evaluation.
- Minimum of three years experience working in sport and or recreation management or a related field associated with non-profit organizations.

## Working Conditions

- Full time (37.5 hours per week).
- Evening and weekend work may be required.
- Position will be based out of Regina or Saskatoon (dependant on successful candidate).
- Some travel will be required – applicant must have a valid driver’s license.
- Salary and benefits commensurate with education and experience.

## How to Apply

Qualified applicants should send a letter of application outlining your experience and how it will assist you in this position, and a resume to:

Email (preferred): [humanresources@sasksport.sk.ca](mailto:humanresources@sasksport.sk.ca) (please reference job title in email)

Or

Human Resources  
Re: Coaching and Officials Development Coordinator  
Sask Sport Inc.  
1870 Lorne St.  
Regina, SK S4P 2L7

**Deadline to receive applications is Monday October 9, 2017.**

Sask Sport and the Coaches Association of Saskatchewan are committed to employment equity. Preference may be given to an individual who self-declares in writing to be a person of Aboriginal ancestry as per *The Saskatchewan Human Rights Code*, Section 48.

More information on Sask Sport Inc. or the Coaches Association of Saskatchewan can be found at [www.sasksport.sk.ca](http://www.sasksport.sk.ca) or [www.saskcoach.ca](http://www.saskcoach.ca). We thank all applicants for their interest, however only those receiving an interview will be contacted.

***The Aboriginal Coaches and Officials Program is funded in partnership with Sask Sport Inc., the Saskatchewan Lotteries Trust Fund, Canadian Heritage – Sport Canada and the Coaches Association of Saskatchewan.***

