



SKATE CANADA MANITOBA
JOB DESCRIPTION

POSITION TITLE: **PROGRAM COORDINATOR**

REPORTS TO: **EXECUTIVE DIRECTOR**

1. POSITION FUNCTION

- 1.1 To act as Technical Advisor for Skate Canada Manitoba.
- 1.2 To provide technical advice and assistance on all matters associated with the development of skating within Skate Canada - Manitoba.
- 1.3 To provide technical advice and assistance on all matters associated with Skate Canada Manitoba member coaches.
- 1.4 To act as Skate Canada Manitoba Course Administrator for N.C.C.P. and Figure Skating Level I, II and III Technical course.
- 1.5 To act as a resource person in an advisory capacity on the following committees: Skating Programs (Recreation, STAR & Competitive, Talent ID), Championships and Events, Coaching.

2. RESPONSIBILITIES

2.1 General

- 2.1.1 To consult with and advise the sport association with respect to administrative aspects of improvements for existing programs proposed program expansion and new programs to ensure that programs offered are kept current and continue to operate in an effective and efficient manner.
- 2.1.2 To attend and provide technical support at the Board of Directors meetings

- 2.1.3 To assist in the preparation of the annual Game Plan and other grant applications for submission to Sport Manitoba or other funders.
- 2.1.4 To serve as a liaison between Sport Manitoba and Skate Canada – Manitoba
- 2.1.5 To coordinate the development of Skate Canada- Manitoba's Technical Programs.
- 2.1.6 To submit reports to the Executive Committee on job related activities as requested.
- 2.1.7 To submit a written report to Skate Canada – Manitoba Board of Directors meetings two weeks prior to the meeting
- 2.1.8 To submit a report for the Annual General Meeting
- 2.1.9 To perform other duties as assigned by the Executive Director

2.2 Development

- 2.2.1 To provide technical assistance in the operation of the Skating Programs Unit
- 2.2.2 To provide technical assistance and carry out the policies as directed by the Manitoba Games and Canada Games committee
- 2.2.3 To be responsible for the administration of the National Coaching Certification Program for Skate Canada – Manitoba coaches.
- 2.2.4 To provide technical assistance and carry out the policies as directed by the Skate Canada – Manitoba Coaching Representative
- 2.2.5 To provide technical assistance to the Championships and Events Committee
- 2.2.6 To organize seminars: travel, clinicians, budgets, venue, schedules, registration, circulate information, develop off ice programs, prepare contracts, on site coordination, meals and volunteers
- 2.2.7 To be aware of and assist with organization of activities for skaters, e.g.: Sask. Skate, National Sport Center, other selected Competitions,
- 2.2.8 To assist with choice of, ordering and distribution of skater clothing

2.3 Competitions

- 2.3.1 To ensure the technical package is current
- 2.3.2 Input registrations, record and balance registration fees, prepare refunds.
- 2.3.3 Distribute pertinent information to all constituents

- 2.3.4 Prepare Music Labels and Music “sign in /out” sheets
- 2.3.5 Provide assistance to the organizing committee as required.
- 2.3.6 On site representation at selected competitions

2.4 Communication

- 2.4.1 To prepare and distribute material to all constituents (skater, coach, club) regarding special events, competitions, calendar of events, clinics etc
- 2.4.2 To receive and share information with Skate Canada and other sections as required.

3. QUALIFICATIONS:

- 3.1 Post Secondary education or related experience
- 3.2 Minimum Level I NCCP
- 3.3 Competitive skating or coaching experience at Western Challenge level or higher
- 3.4 Minimum 5 years coaching experience
- 3.5 Computer and Web site skills required.
- 3.6 Demonstrated ability to communicate effectively, both orally and in writing and meet and deal with people effectively
- 3.7 Ability to use standard office equipment
- 3.8 Strong organizational skills
- 3.9 Ability to establish good working relationships with others; staff and volunteers
- 3.10 Willingness and ability to work variable work hours including evenings and weekends.

4. SALARY:

- 4.1 Salary level to be assigned

5. HOURS OF WORK:

- 5.1 Approximately 40 hours per week. Work hours 8:30 a.m. to 4:30 p.m. One hour unpaid lunch.