

JOB ADVERTISEMENT

Coordinator, High Performance and Competitions - West Speed Skating Canada

“To Challenge and Inspire Canada to Thrive through the Power of Speed Skating”

Speed Skating Canada (SSC), the national governing body for the sport of speed skating in Canada, is looking for an inspired individual for the position of Coordinator, High Performance and Competitions - West. Reporting to the Manager, High Performance - Long Track (HPM), the successful candidate will ensure collaboration amongst High Performance groups and stakeholders as well as with athlete and coach development programs and preparation and support of events and delivery.

Specific areas of responsibility will include:

High Performance

- Support the HPM in the administrative and financial processes for all activities of the high-performance program in accordance with the operations procedures and guidelines of SSC.
- Responsible for the data entry into budgets specifically for training camps and competitions including but not limited to expenses, supports coaches, IST and athletes with expense forms and receipt uploading.
- Support the HPM as the main point of contact for the distribution of program related communications to national program and NextGen athletes, coaches and support staff including but not limited to the data entry of results for athlete performance packages.
- Coordinate and communicate travel arrangements and other logistical items for all training camps and competitions for national program and NextGen athletes, coaches and support staff.
- Assist with program orientation/on-boarding for new national program and NextGen athletes and triage inquiries from the athletes and escalate/refer them as appropriate.
- Distribute, collect and archive athlete and support staff documentation in accordance with SSC policies and procedures.
- Act as the main point of contact for the bookings of all travel arrangements, including but not limited to, flights, hotels, accommodations, visas, passport, transportation and enter into the database.
- Coordinate and communicate travel arrangements and other logistical items for all training camps and competitions for national program and NextGen athletes, coaches and support staff.
- Lead in the collection, review, and input of Final Entries for SSC domestics events.
- Provide administrative and logistical support to the High Performance Committee - Long Track and ensure the timely distribution of accurate meeting and planning session minutes.

- Assist with CCES requests and provision of required documents (i.e., ensuring all athletes have completed their modules, communicating schedules, and travel plans with CCES).
- Participate in regular staff, team, coach, and/or IST meetings as directed by the Manager, High Performance - Long Track, or by the Chief Sport Officer.
- As requested, provide on-site logistical support for photography/media and for athlete appearances during events or in daily training.
- As requested, provide on-site logistical event support in the areas of marketing, communications and sport development, including but not limited to banner/signage, sponsorship fulfillment, athlete quotes, medal ceremonies, communicating event schedule updates, and participating in organizing committee meetings as required.
- With oversight from the HPM, execute the on-site distribution of clothing, performance wear and other sponsorship items for national teams and support staff, as well conduct an annual uniform inventory.
- Provide support to National Program athletes and coaches for grant applications (i.e. provincial and FACE grant support).

Competitions and Events

- Act as technical resource to the Senior Coordinator, Events for national events.
- Act as High Performance Committee representative at national events when necessary.
- Provide on-site logistical support as required, in the absence of the Senior Coordinator, Events.

Sport Development

- As requested, provide support to the Manager, Sport Development with the Sport Development Committee, including but not limited to creation and distribution of agenda and minutes.
- As requested, provide support the Manager, Sport Development in the analysis and development of a report on the school program recruitment strategy for long track speed skating.
- With oversight from the Manager, Sport Development, lead the development and execution of the women is sport recruitment strategy (i.e. “Fast and Female”).
- With oversight from the Manager, Sport Development, develop a Stage 1 pathway curriculum for PTSOs.
- With oversight from the Manager, Sport Development, take the lead with ice and meeting room bookings and coordination of testing for the RBC Training Ground, as well as act as the on-site point of contact with coaches, the COC and WinSport for this program.
- With oversight from the Manager, Sport Development, lead the development, coordination and execution of a long track Masters event on an annual basis.
- With oversight from the Manager, Sport Development, lead the development, coordination and execution of a long track Special Olympics event.

The ideal candidate will possess:

- A post-secondary degree in business administration, sport management, or equivalent work experience.
- 3-5 years of relevant business/sport administration related experience
- A results-focused person, with a high degree of resourcefulness, adaptability and flexibility to changing priorities and conditions.
- A passion for sport, with knowledge/involvement in speed skating at any level considered an asset.
- An ability to communicate in French (written and oral) is considered an asset.
- Experience in project coordination and event management is preferred.

Working conditions:

- The Coordinator, High Performance and Competitions - West will primarily work at the National Long Track Training Centre in Calgary, Alberta.
- Occasional travel and weekend work will be required to attend meetings and events.

To further explore this opportunity, please submit your resume and cover letter to the contact listed below.

The application deadline date is Sunday, October 13, 2019.

Shawn Holman

Chief Sport Officer

Speed Skating Canada

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