



Job title	Coordinator, Coaching & Synchronized Skating
Reports to	Manager, Provincial Programs

### Job purpose

The Coordinator, Coaching & Synchronized Skating is responsible for the delivery of the Skate Ontario Coaching NCCP programs and continuing education opportunities and programming for coaches. Under the direction of the Manager, Provincial Programs, the Coordinator, Coaching & Synchronized Skating is also responsible for coordinating the delivery of various Synchronized skating programs within Ontario.

### Duties and responsibilities

- Create a calendar for NCCP courses and continuing education opportunities as required
- Supported by the Skate Ontario Operations Administrator, coordinate all aspects of the delivery of 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 course delivery.
- Coordinate delivery of all coach continuing education opportunities and programs within Ontario
- Support the Skate Ontario Manager, Provincial Programs with the coordination of all aspects of the delivery of Synchronized skating programming such as coach continuing education programs, team monitoring & coach mentoring
- Serve as the first point of contact at the office for Skate Ontario coaches, receiving and screening incoming calls and general emails
- Produce reports and analysis of coaching programs in Ontario as required or requested
- Support the enforcement of all Skate Canada and Skate Ontario coach-related policies and procedures
- Support the Manager, Provincial Programs in other areas of the sport development team as required

### Qualifications and experience

Qualifications include:

- 2+ years experience in an administrative/co-ordinator role
- Proficient in data base creation and management
- Experience working in a team environment
- Thorough knowledge of industry practices

- Experience and knowledge of the NCCP coaching system
- Experience as a Skate Canada coach is an asset
- Experience in synchronized skating is an asset

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**

- Office environment
- Extended hours on evenings and weekends from time to time may be required to meet the needs of the business

**Please email Resume and Cover Letter to:**

John Briscoe  
Manager, Provincial Programs, Skate Ontario  
jbriscoe@skateontario.org

**CLOSING DATE: 5:00 pm EDT, June 5, 2019**