



Job title	Coordinator – Sports Program
Reports to	Director of Sport
Direct Reports	None
Term	Full time, for up to 13 months to cover a parental leave

Job purpose

The Coordinator, Sport is a key member of Skate Ontario's Sport Department, responsible for overseeing programming at the Learn to Train, Train to Train, Train to Compete and Active for Life stages of development. This role involves coordinating planning, logistics, execution, communication, and monitoring of programs designed for clubs, schools, coaches, and skaters within these development stages.

The coordinator ensures a consistent, high-quality, and best-in-class approach to all sport programs across Ontario, supporting the growth and success of participants at every level.

Duties and responsibilities

- Coordinate and support athlete, coach, and program development across multiple stages of the long-term development pathway.
- Deliver performance and development opportunities.
- Support coach education, including NCCP pathways.
- Maintain and analyze tracking systems and program data.
- Coordinate logistics such as hotel bookings, travel, and budgets.
- Build and maintain effective relationships with stakeholders.
- Contribute to planning, reporting, and cross-departmental projects.
- Support at Skate Canada events and other organizational priorities as needed.

Qualifications and experience

Qualifications include:

- 5+ years' experience in skating development and program support preferred.
- 2+ years' experience in organizational support at the skating club/school, Section or National level preferred
- Experienced in use of on-line software tools and platforms, including MS Office
- Experience in working within established budgets and tracking expenses.
- Thorough knowledge of industry standards and practices
- Experience with coordinating and executing administrative support in an organization.

Skills and fit:

- Excellent verbal and written communication skills
- Excellent attention to detail and accuracy of work
- Ability to work independently.
- Ability to perform in a fast-paced, changeable environment.
- Ability to influence positive change.
- Demonstrates a willingness to learn, adapt, and continuously improve in a sport environment.
- Excellent relationship building skills.
- Proficient in MS Office including Excel, Word & Power Point



Working conditions

- Full time, for up to 13 months to cover a parental leave.
- Hybrid Model – Remote/Office based on the needs of the business.
- Occasional extended hours on evenings and weekends may be required to meet organizational needs.
- Frequent travel is required to fulfil the requirements of the position.
 - A valid Ontario driver's license and access to a dependable vehicle is required.

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.

The employer welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Salary Range:

\$48,000.00 - \$52,000.00 per annum.

Please email Resume and Cover Letter to:

Christopher Mabee, Director of Sport

cmabee@skateontario.org

Closing date:

12 Noon Eastern Time, October 8, 2024

Anticipated start date:

November 3, 2025