



**Ringette Canada
Sport Development Coordinator**

Job Description

Nature and Scope:

The principle responsibility of Ringette Canada's Sport Development Coordinator is to oversee the development and delivery of Ringette Canada Sport Development programs on a national level. The Sport Development Coordinator assists and supports the efforts of National Office Staff, Provincial Offices, and other volunteers in the fulfillment of their roles and duties.

Specific areas of responsibility for the Ringette Canada Sport Development Coordinator include all Ringette Canada LTAD and sport development programs. Programming in these areas will align with the Ringette Canada LTAD Framework and Strategic Plan.

The Sport Development Coordinator reports to the Technical Director and shall develop and follow a yearly operational plan aligned with the Ringette Canada Strategic Plan and approved by the Technical Director.

The specific responsibilities of the Sport Development Coordinator are, *but not limited to*, the following:

Program Coordination and Development:

- Coordinate the development, implementation, budget requirements, monitoring and evaluation of all Ringette Canada sport development programs, including Children's Ringette, Come Try Ringette, and Gym Ringette.
- In consultation with Provincial Ringette Associations, design, manage and execute the development of tools and materials to assist these association and local associations in recruiting new players, coaches and officials
- Respond to queries from the membership regarding sport development areas
- Work closely with the Technical Director in the development and implementation of sport development plans relating to LTAD activities and initiatives
- Coordinate and fulfill resources orders relating to sport development programming areas and needs
- Create and monitor result tracking processes
- Create and implement continued evaluation processes of all related programs
- Coordinate, in conjunction with the Executive Director and other related staff, the development of Ringette Canada's Annual Report
- Develop new initiatives and resources as needed, under the guidance of the Technical Director
- Provide reports and recommendations to the Technical Director on a regular basis
- Ensure that all programs and resource materials portray a positive image of Ringette Canada and adhere to Ringette Canada's branding and graphic identity principles
- Assist in the coordination and development of web based resources, including existing and new technologies
- Develop sport development programs in consultation with the Provincial Ringette Associations, including marketing, outreach and advertising elements
- Coordinate the recruitment and monitoring of interns on an as needed basis

Evaluation and Research

- Ensure that all programs are monitored and evaluated for effectiveness on a regular cycle

Other Responsibilities

- Attend and provide reports for the Annual General Meeting, all national meetings, and Board of Directors meetings (as required)
- Attend the Canadian Ringette Championships if required
- Increase the availability of programs and resources for all participants

Qualifications:

- Undergraduate degree in Physical Education or Sports Administration, Business Administration or a related field.
- Minimum two (2) years of sport administration or business experience



- Sound knowledge of sport
- Strong administrative, leadership and project management skills
- Excellent communication skills, both verbally and in writing (preferably in both official languages)
- Demonstrated ability to coordinate internal and external communications
- Demonstrated ability to work with volunteers
- Ability and experience to develop and deliver programs
- Research skills to be able to conduct program evaluations and surveys
- Strong knowledge of web-based and desktop publishing
- Excellent oral and written communication skills, organizational ability and a results-oriented approach

Type of Position:

Term – 16 months

Ottawa Based

Salary range: \$35,000 to \$45,000 per annum

Interested candidates may submit their resume to ringette@ringette.ca by 9am EST on Wednesday, July 11, 2018.