



WHO WE ARE?

Ringette Canada 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.

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

Ringette Canada is the national sport organization that governs, promotes, and leads the development of ringette in Canada.

We are currently seeking a program coordinator to join our team.

ABOUT THE OPPORTUNITY

Program Coordinator

Ringette Canada is looking for a Program Coordinator to deliver Ringette Canada programs on a national level. The Program Coordinator assists and supports the efforts of National Office Staff, Provincial Offices, and other volunteers in the fulfillment of their roles and duties.

Reporting to the Program Director, the Program Coordinator shall develop and follow a yearly operational plan that aligns with the Ringette Canada Strategic Plan and organizational priorities.

Main responsibilities include:

- Coordinate the delivery of identified programming priorities for the organization in the areas of coaching, officiating, sport development and high performance.
- Work in conjunction with the Program Director on the development, implementation and management of an annual operating plan and budget for all programming areas of responsibility.
- Consult with Provincial Ringette Associations on the design, management and execution of tools and materials to assist stakeholders in the delivery of ringette programming.
- 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.
- Encourage and lead where appropriate the development of resources for stakeholders in all programs of responsibility.
- Evaluate, assess, and implement, where feasible, new technology, resources and methods to better liaise and collaborate with Ringette Canada Membership, as well as increasing the effectiveness of program delivery.



- Respond to queries from the membership regarding program areas.
- Work closely with the Program Director in the development and implementation of sport development plans relating to LTAD activities and initiatives.
- Create and monitor result tracking processes.
- Create and implement continued evaluation processes of all related programs.
- Develop new initiatives and resources as needed, under the guidance of the Program Director.
- Provide reports and recommendations to the Program Director on a regular basis.
- Ensure that all programs and resource materials are inclusive 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.

WHO YOU ARE

- Undergraduate degree in Physical Education or Sports Administration, Business Administration or a related field.
- Minimum two (2) years of relevant 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.
- Excellent oral and written communication skills, organizational ability and a results-oriented approach.

YOU WILL ENJOY

Culture: an organization that is guided by our core values of innovation, collaboration, accountability, respect and excellence (ICARE).

Opportunity: to work with a dynamic team in an environment that promotes continuous learning, creativity and collaboration.

Type of Position:

Full Time - Employee

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

Qualified applicants are invited to submit their resume and cover letter clearly stating in both the subject line of their e-mail and their covering letter the position they are applying for by June 21st, 2021 to: jobs@ringette.ca. We thank all applicants for their interest, but only those selected for an interview will be contacted.



OTHER AREAS OF RESPONSIBILITY INCLUDE:

Outreach

- Identify and deliver any potential outreach opportunities with Ringette Canada specific programming and events.
- Coordinate sponsorship activation initiatives as required through outreach initiatives.
- 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.

Safe Sport

- Know and understand Ringette Canada's safe sport policies and protocols and assist when needed with implementation.
- Ensure that Ringette Canada's safe sport policies and protocols are included in any relevant programming, and work with other staff on implementation.

Other Responsibilities

- Coordinate and fulfill resources orders relating to sport development.
- Attend and provide reports for the Annual General Meeting, all national meetings, and Board of Directors meetings (as required).
- Attend Ringette Canada events if required.
- Increase the availability of programs and resources for all participants.
- Work in conjunction with the Office Coordinator on the development and delivery of an annual plan for the Association's online store.