

Ringette Canada
Coach, Official, Partner Services Coordinator
Job Description

Nature and Scope:

Ringette Canada is the national sport organization that governs, promotes, and leads the development of ringette. We are seeking a dynamic individual to join our remarkable team. The main responsibility of Ringette Canada's Coach, Official, Partner Services Coordinator is to assist with the delivery of Ringette Canada's Coach, Official, Partner Programs. The Coach, Official, Partner Services Coordinator works in conjunction with the National Office Staff, Provincial Partners, and other volunteers in the fulfillment of their roles and duties. The Coach, Official, Partner Services Coordinator reports to the Program Director.

The specific responsibilities of the Coach, Official, Partner Services Coordinator are, *but not limited to*, the following:

Main Responsibilities:

- Day to day coordinator of coaching and officiating programs.
- In collaboration with the Program Director, plan and deliver all National organized coach and official training opportunities and meetings.
- In collaboration with the Program Director, coordinate program review and revision updates.
- Coordinate grassroots program resources.

Specific Responsibilities:

- Coach Program
 - Assist the Program Director with coordination of the administration to the coaching program.
 - Provide support as the day to day contact for the online coach management system.
 - Assist the Program Director with coordination of meetings, work groups, and execution of tasks for the development of programs and systems.
 - Assist the Program Director with the review and updates to the NCCP content.
- Officials Program
 - Assist the Program Director with coordination of the administration to the officiating program.
 - Provide support as the day to day contact for the online official management system.
 - Assist the Program Director with coordination of meetings, work groups, and execution of tasks for the development of programs and systems.
 - Assist the Program Director with the review and updates to the NOCP content.
 - Assist the Program Director with the review and updates to the Rule Book.
- Partner Services
 - Coordination and ordering of Ringette Canada Grassroots Program materials.
 - Assist with regular review of the Ringette Canada Grassroots Program materials.
 - Assist with the research, development and implementation of Ringette Canada Programs in relation to Competition Review and Long Term Athlete Development.

Evaluation and Research

- Ensure that all events and 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 Ringette Canada events as needed

Qualifications:

- Undergraduate degree in Physical Education or Sports Administration, Business Administration or a related field.
- Minimum three (3) years of sport administration/business experience and/or event management experience and/or sponsorship experience, or any other relevant experience

- Experience working with multi-level stakeholders to develop event strategies and vision while ensuring an innovative event experience
- Knowledge of Canadian Sport System
- 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 software

Key Competencies:

- Strong administrative, leadership and project management skills
- Excellent oral and written communication skills, organizational ability and a results-oriented approach
- Interpersonal skills
- Organizational awareness
- Able to work independently, and within a team environment
- High Integrity, trust and confidentiality
- Commitment to the vision, mission, and values of Ringette Canada
- Bilingualism is an asset
- Knowledge of Google Workspace is an asset
- Knowledge of the Safe Sport principles is an asset

Type of Position:

Full time

Ottawa Based, possibility of working remotely

Starting Salary range: \$42 620 to \$49 920 per annum

Interested candidates may submit their resume and cover letter to:

julie@ringette.ca by 9am EST on Wednesday, October 12, 2022.

Please title the email as: CO_Program_2022_YourName

Annexe: Mission, Vision and Values of Ringette Canada

MISSION

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

VISION

To be the world leader in growing ringette.

VALUES

Ringette Canada has defined a core set of business values to enhance our work and strengthen our relationships. The following business values, along with our adherence to the True Sport principles, reflect our passion for, and our shared commitment to the sport of ringette.

WE BELIEVE IN:

Innovation We invest wisely. We take chances and manage risks. We are stewards of the game.

Collaboration We are in this together. We include diverse perspective to enrich our experience. We purposefully create a safe and welcoming work environment.

Accountability When we live our values, we manage and lead with integrity. We operate with transparency and communicate proactively. We take responsibility for our actions and learn from our mistakes.

Respect For the game. For the rules. For our heritage. For each other.

Excellence We demand quality. We offer world leading programs and services. We bring our best to each situation.