

**Ringette Canada**  
National Teams and Leagues 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 National Team Program Coordinator is to oversee the delivery of Ringette Canada's National Team Program. The National Team Program Coordinator works in conjunction with the National Office Staff, High Performance coaches, and other volunteers in the fulfillment of their roles and duties. The National Teams and Leagues Coordinator reports directly to the High Performance Director.

The specific responsibilities of the National Team Program Coordinator are, *but not limited to*, the following:

**Main Responsibilities:**

- Coordinate all National Team Programs initiatives and events
- Lead and develop National Team Program event schedules and needs in collaboration with team coaching staff.
- Act as main liaison with all team coaching Staff and IST staff.
- In collaboration with the Events coordinator, plan and deliver all National Team camps, training opportunities and meetings.
- Ensure an enhanced event experience for participants.

**Specific Responsibilities:**

- National Teams (Junior and Senior)
  - Coordinate athlete identification process.
  - Coordinate Event/Camp schedule with respective coaching staff (Junior or Senior)
  - Ensure proper communication between Team Staff and the organization.
  - Ensure that policies, procedures, selection criteria and processes are followed and implemented.
  - Attend Events/Camps as needed to ensure proper delivery
- La Relève U17 and other High Performance Development Events
  - Coordinate Event/Camp schedule with lead technical staff
  - Coordinate participant identification process
  - Act as main contact for all event participants
- High Performance Scouting
  - Manage scouting report database and stats
  - Coordinate all scouting activities for athletes, coaches and officials.
  - Coordinate High Performance Scout training initiatives
- National Ringette League
  - Responsible for the tracking and administration of all agreements (athlete, team personnel) and other standards
  - Responsible of online roster management of league athletes
  - Responsible for schedule maintenance
  - Responsible for monitoring all League wide communication
  - Work in collaboration with relevant staff members to coordinate Sport Development Initiatives.
  - Work in conjunction with the High-Performance Director and High Performance Manager and Events Coordinator on the development, implementation and management of an annual operating plan and budget for the NRL

**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 National Team Program 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
- 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 software
- Excellent oral and written communication skills, organizational ability and a results-oriented approach

**Key Competencies:**

- Strong administrative, leadership and project management skills
- Excellent oral and written communication skills, organizational ability and a results-oriented approach
- Interpersonal skills, empathy and relationship building
- 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 Canadian sport system & 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](mailto:julie@ringette.ca) by 9am EST on Wednesday, October 12, 2022.

**Please title the email as: CO\_NT\_2022\_YourName**

## Annexe: Mission, Vision and Values of Ringette Canada

# MISSION

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

# VISION

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To be the world leader in growing ringette.

# VALUES

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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.