



**Ringette Canada**  
Sport 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 Sport Development Coordinator is to help regarding **events, officials' development and support the national team program**. The Sport Development Coordinator works in conjunction with the National Office Staff, Provincial Partners, and other volunteers in the fulfillment of their roles and duties. The Sport Development Coordinator reports to the Sport Director.

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

**Main Responsibilities:**

- Day to day coordinator and communication for the officiating programs.
- In collaboration with the Sport Director, plan and deliver all National organized official training opportunities and meetings.
- In collaboration with the Sport Director, coordinate program review and revision updates.
- Project and Event Management

**Specific Responsibilities:**

- Event management
  - Support the Ringette Canada staff and the host committee in the planning process in collaboration with the Host committee for the Canadian Ringette Championships and all the other possible events.
  - Oversee the Canadian Ringette Championships host selection and preliminary planning with future host committees.
- Officials Program
  - Assist the Sport Director with coordination and project management of the administration to the officiating program.
  - Provide support as the day-to-day contact for the online official management system.
  - Assist the Sport Director with coordination of meetings, work groups, and execution of tasks for the development of programs and systems.
  - Assist the Sport Director with the review and updates to the NOCP content.
  - Assist the Sport Director with the review and updates to the Rule Book.
- Support National Team Program
  - Help with bookings and communication.
  - Work collaboratively with the National Team and League coordinator to provide services and other opportunities for National Stream Athletes.

**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
- Project management skills
- 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
- A solution finder with high Integrity, trust and confidentiality
- Commitment to the vision, mission, and values of Ringette Canada and True Sport Principles
- 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](mailto:julie@ringette.ca) by 9am EST on Monday, June 26, 2023..

**Please title the email as: CO\_Sport\_2023\_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.