

Coaching Development Coordinator Maternity Leave Coverage

Ringette Alberta is accepting applications to fill this full-time, temporary position, with possibility of extension, to cover a 1-year maternity leave.

Job Summary:

Reporting to the Executive Director, the Coaching Development Coordinator's primary responsibilities include:

- Validating Team Staff Registration
- Coordinating coach education programs
- Lead scheduler of Ringette Alberta's Playdowns & Provincial Championships
- Coordinator of Ringette Alberta's Pursuit of Excellence Programs including Alberta Winter Games and Canada Winter Games

Qualifications:

- The suitable candidate will :
 - have solid experience in program administration and tournament scheduling.
 - be an excellent communicator
 - have experience dealing with members of the public in face to face, on the phone and email situations.
 - Have a reasonable base of knowledge of athlete development
- A solid technical knowledge of the sport of ringette is strongly recommended.

Employment Parameters:

- Ideal start date is early May 2018.
- This is a full time, temporary position to cover a 1-year maternity leave with possibility of extension.
- Extended health benefits are provided.
- Typical work days are Monday to Friday however occasional weekend and evening work, with time off in lieu, is required, particularly between September and May
- Some travel is required, typically associated with weekend and evening work.
- The position is at Ringette Alberta's office in Edmonton

To Apply:

Qualified candidates should send a brief covering letter and resume, outlining related experience, to david@ringettealberta.com. Please send in PDF only.

**The application deadline is April 26th or when a suitable candidate is found.
Apply early.**

Detailed job description follows

Coaching Development Coordinator

Job Purpose:

Primarily responsible for the successful coordination and delivery of Ringette Alberta coach development programs and services to achieve the related objectives in the Association's annual operating plan.

Duties:

Team Staff Registration

- Provide administrative support to association registrars completing team staff registration
- Validate team approval based on team staff certification requirements
- Work in partnership with other office staff on all registration related matters

Team Staff Education

- **NCCP Certification**
 - Develop and implement an effective communication strategy to ensure team staff across Alberta are fully aware of the certification requirements, opportunities and process.
 - Facilitators
 - Succession planning: develop and implement new facilitator recruitment process
 - Coordinate required facilitator training for new and returning facilitators
 - Work with facilitators to develop and implement an appropriate clinic and facilitator evaluation process
 - Ensure facilitator compensation is appropriate
 - Coordinate NCCP Clinics
 - estimate the appropriate number and location of NCCP clinics
 - work with local associations to book required facilities
 - work with Alberta Sport Connection to schedule Make Ethical Decisions courses
 - schedule facilitators
 - communicate clinics to coaches
 - manage clinic registration
 - order printed materials & Ringette Canada resources
 - provide facilitators with necessary resources - ship based on clinic numbers
 - complete post-clinic tasks including:
 - validate participation of coaches
 - approve facilitator expense claim
 - adjust resources inventory
 - complete required data entry to CAC / Ringette Canada
 - Reimburse local associations for hosting costs - ice/facility
 - Seek out improvements to the certification process and implement, e.g., "super clinics", e-learning, etc
 - Coordinate Competition Introduction Evaluations
 - Assign facilitator & approve facilitator expense claims
 - Coordinate Competition Development:
 - Alberta's role in hosting when applicable
 - Involvement of Alberta coaches
- **Supplemental Education**

- Identify appropriate PD education / training needs for team staff that are supplemental to the NCCP
- **Coaching Resources**
 - Maintain appropriate supply of NCCP clinic materials and track inventory
 - Identify coaching related resources (for sale out of the Ringette Alberta resource centre) and maintain inventory

Playdowns & Provincial Championships

- Assist the Finance & Admin Coordinator with Provincial Playdowns
 - Determining Dates, Ice Required, Pool Size, etc, based on # of teams
 - Manage commitment to attend – set up form, communicate to associations
 - Work with Finance & Admin to track/confirm Payment
 - Work with BGL & 123 League for cut-off dates & Playdown rankings & Pool formations
 - Create playdown pools & fill schedules, post on website
 - Update results, rankings, Round 2 or advance to Provincials following games
 - Complete tie breakers, if necessary
- Assist the Finance & Admin Coordinator building the Ringette Alberta Provincial Championships schedule
 - Review Provincial bids to ensure adequate ice time & breaks
 - Build Provincial Pools & fill schedules

Athlete

- Co-coordinate RAB Cup / RAB Challenge programs in partnership with Athlete and Officials Development Coordinators
 - Coach recruitment, team formation, on-site coordination
- Coordinate / support Alberta teams attending the Western Canadian Ringette Championships
 - 2018-19: Assist St. Albert with hosting of 2019 WCRCs
 - WCRC Governance Committee member
 - Annual meeting at WCRC, monthly conference calls
 - Commitment to Attend, Policy updates
 - During event – representation, protest & grievance
- Coordinate / support Alberta teams attending the Canadian Ringette Championships
 - Commitment to Attend, roster submissions, technical package review
- Support coordination of Ringette Alberta Leadership Development Program

Alberta Winter Games & Canada Winter Games

- Alberta Winter Games – 2-year cycle
 - Work with ASC – grant funding, deadlines, zone ID, meetings, schedule, technical package
 - Communicate with Zones – secure ice for evaluations/practices
 - Coach selection, team formation, registration, jerseys
 - Event coordination during games weekend
- Canada Winter Games – 4-year cycle

- Annual grant funding, reporting with Alberta Sport Connection
- Team Staff Selection & training
- RAB Cup selection camp, evaluations, tryouts and training session scheduling
- Overseeing program, technical packages, equipment purchases, etc

Planning and Budgeting

- Contribute to the creation of annual operating plan and budget for related programs
- Ensure all related programs remain on plan and within budget
- Be proactive in identifying when program plans and budget may require changes
- Conduct initial step of approval process for program related expense claims, e.g, facilitator expenses

Bylaws and Policies

- Maintain an ongoing awareness of related policies and their relevance to the ringette coach in Alberta.
- Initiate the policy change process as required.
- Adhere to all bylaws and policies of Ringette Alberta.
- Contribute to the enforcement of Ringette Alberta's policies.

Promotion / Communication of Ringette Alberta Programs and Services

- Contribute to the development and implementation of Ringette Alberta's communication plan which includes but may not be limited to:
 - ringettealberta.com
 - Attend local association and league meetings
 - Write coaching related newsletter updates
 - Create relevant social media content
 - At major ringette events, staff the Ringette Alberta "info centre" with other staff members

Accountability

- contribute to setting program goals
- contribute to setting professional performance goals
- contribute to setting professional development goals
- self-monitor effectiveness and make proactive adjustments
- participate in the annual performance review process