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-ordinate 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
o Annual grant funding, reporting with Alberta Sport Connection
o Team Staff Selection & training
o RAB Cup selection camp, evaluations, tryouts and training session scheduling
o 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:
  o ringettealberta.com
  o Attend local association and league meetings
  o Write coaching related newsletter updates
  o Create relevant social media content
  o 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