

## **Cross Country Ski de fond Canada Job Description**

### **Position Title**

Coach and Athlete Development Coordinator (CADC)

### **Reporting Structure**

Director of Coach and Athlete Development (DCAD)

### **Job Family**

Coordinator

### **Summary**

Supporting Coaching and Athlete Development (CAD) program staff, CAD committees, relevant sub-committees and project teams, the CADC provides administrative support and, under the direction of the DCAD, is primarily responsible for overseeing daily entries in the NCCP “Locker” (Coaching Association of Canada database), maintaining Skill Development Program (SDP) inventory and coordinating the Ski-at-School program with clubs.

### **Duties and Responsibilities**

- Supports the development and delivery of NCCP and CAD initiatives (such as national workshops and seminars)
- In collaboration with Division coordinators, maintains the NCCP “Locker” database of cross-country ski coaches and coach developers
- Maintains statistics and produces reports
- Trains and mentors new CAD Division staff for administration of programs; provides ongoing training and communication with CAD Division staff
- Administers SDP inventory (receiving orders, shipping, inventory control)
- Coordinates delivery of Ski-at-School program, including processing applications and accountability from grant recipients
- Assists with management of CAD website content and communications supporting CAD programming
- Supports CAD’s financial management, including posting revenues and expenses

### **Requirements**

- Strong computer skills: Word, Excel, Outlook, Powerpoint at a minimum
- Two years in an administrative role, including providing committee support, working with website content management system and providing financial data entry services
- Knowledge and understanding of generic Long-term Athlete Development (LTAD) principles and the NCCP model

### **Desirable Assets**

- Bachelor's degree in physical education, kinesiology or sport science
- Coach training in cross country skiing
- Experience with the NCCP "Locker" database at Coaching Association of Canada partner level
- Experience with QuickBooks accounting software
- Two years in a coach development coordinator role with a provincial, territorial or national sport organization
- Advanced knowledge and understanding of CCC's NCCP and LTAD models
- French-English biligualism

### **Skills and Competencies**

All performance attributes, values and related behaviours listed in Annex A and Annex B of the CCC Staff Performance Assessment Policy, and

- a. maintains current knowledge on the general concepts of athlete development and acquires a thorough knowledge of CCC LTAD guide and its implications in CAD operations
- b. seeks professional development opportunities and experiences that will further develop understandings of how our sport system functions across the entire LTAD spectrum
- c. establishes strong and productive relationships with the Divisions, thereby improving communication and enhancing credibility and effectiveness

**Working Conditions**

- May be required from time to time to work evenings and weekends
- Ability to lift items weighting up to approximately 30 lbs
- May be required from time to time to work outdoors, including on snow

**Disclaimer**

The preceding description is not designed to be a complete list of all duties and responsibilities required of the Coach and Athlete Development Coordinator. The Coach and Athlete Development Coordinator will be required to perform other duties as assigned. This job description will be updated regularly to reflect changes.

**Authorization**

Human Resources Authorization Signature

_____	_____	_____
Name	Signature	Date

Position Manager Authorization Signature

_____	_____	_____
Name	Signature	Date