



## **CROSS COUNTRY ALBERTA (CCA) PROGRAM COORDINATOR**

### **A. GENERAL RESPONSIBILITIES**

The Program Coordinator is responsible for co-ordinating and communicating CCA camps, programs and services. The Program Coordinator will be a liaison with various partners and stakeholders to represent CCA programs and services.

### **B. STRUCTURE AND SCOPE**

Cross Country Alberta is the provincial governing body for cross country skiing. CCA is responsible for youth and athlete development, high performance teams, events and leadership programs, and facilitates the development of clubs in Alberta. CCA's provincial office is located in Edmonton, Alberta.

CCA receives financial contributions from the provincial government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to contracted terms and conditions. Programs and services are operated within the limitations established in an approved annual operating budget.

The Program Coordinator implements the Strategic Plan, within approved policy and the annual operating budget, providing communication, organization and project management and administrative services that result in the accomplishment of strategic priorities. All personnel are required to operate within the policies as established by the association's volunteer Board of Directors and are expected to act consistently with CCA's values.

The Program Coordinator maintains positive working relationships with Board members, member clubs, and all agencies and individuals who impact the association's ability to deliver programs and services. The Program Coordinator ensures the implementation of CCA business practices that result in a high standard of member satisfaction.

## **C. SPECIFIC RESPONSIBILITIES**

### Communication

1. Maintains and manages the CCA website, the e-newsletter “Nordic News” and social media sites
2. Supports the development and delivery of membership communications, such as the Alberta Nordic Skier magazine
3. Responds to requests for information by the public, CCA members and partners.
4. Communicates with camp and program participants and clubs to ensure timely information and follow up.
5. Liaison with the CCA Board and Sport Manager to support the delivery of CCA communications

### Program Management

1. Coordinates the organization of and assists with the delivery of CCA’s camps, events and programs
2. Liaison with the CCA Technical Committee and Sport Manager to support the delivery of programs
3. Coordinates the annual updates to the strategic plan, statistical and program report documents

### Leadership

1. Liaison with the CCA Technical Committee and Sport Manager to support the development of recommendations for the long-term strategy for programs, events and communications
2. Supervises CCA program staff, intern students, contractors and volunteers as delegated by the Sport Manager

### Finance

1. Provide input into the preparation of the CCA budget and assist with annual and membership reports.
2. Assists with the preparation and submission of government and other funders’ grant applications.

### Agency Liaison

The Program Coordinator maintains positive working relationships with Alberta Sport, Recreation, Parks and Wildlife Foundation (ASRPWF); Alberta Tourism Recreation and Parks; Cross Country Canada (CCC); Coaching Association of Canada (CAC); CCC National Training and Development Centre Canmore; WinSport; Federation Internationale de Ski (FIS) and all other outside agencies and organizations that affect the ability of CCA to implement programs, events and services.

## **D. REPORTING**

The Program Coordinator reports to the Sport Manager. The Program Coordinator is responsible for operating in accordance with CCA policies and procedures.

The Program Coordinator is responsible for the supervision of CCA program staff, intern students, contractors and volunteers as delegated by the Sport Manager

#### **E. TRAVEL**

The Program Coordinator will be required to travel to program, event, meetings and services within Alberta and occasionally to events across Canada.

#### **F. AUTHORITY**

The Program Coordinator will seek the approval of the Sport Manager for any delegated activity outside this job description.

#### **G. ACCOUNTABILITY**

The Program Coordinator is responsible to the Sport Manager for the accomplishment of the position mandate, the use of authority and conduct within CCA.

#### **H. PERFORMANCE REVIEW**

On an annual basis, the Program Coordinator will commit to the accomplishment of specific end results and the satisfactory fulfilment of job responsibilities.

This position is subject to a three month probation period for new hires, at the end of which a documented performance review will be completed.

#### **I. QUALIFICATIONS**

Formal Education

1. Post secondary degree preferred (outdoor recreation, recreation or sport management preferred) or equivalent with specific program related experience

Experience

1. Related program planning, communications, event coordination and administration experience is required.
2. Knowledge of cross country skiing and Para Nordic skiing is preferred.
3. Strong communications and supervisory skills are an asset.

Knowledge, Skills and Abilities

1. Understanding of the provincial sport development system is an asset
2. Excellent interpersonal skills and strong communications and public speaking skills
3. Excellent computer skills (i.e. Word, PowerPoint, Excel, Google mail and applications, use of various social media sites, website management, database management ).
4. Strong interpersonal, team work, organizational and time management skills.
5. Effective media relations skills
6. Effective supervisory skills that incorporate appropriate levels of delegation, problem solving, decision making, and generating and critiquing ideas.
7. Works with a minimum of supervision, meets deadlines and completes duties
8. Outstanding customer service attributes. Adaptable to changing work environment and demands
9. A valid Alberta class five driver's license with 7 or less demerits

Name

Signature

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Date:

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