Job Description: Manager of Coaching Development

Division: Sport Division
Reports to: Manager of Provincial Sport Development
Location: Regina or Saskatoon

Job Purpose:
The Manager of Coaching Development will act as the Executive Director and help lead the Coaches Association of Saskatchewan (CAS) to carry out its mandate of providing education, recognition and support for coaching in Saskatchewan.

Primary Duties and Responsibilities:
1. The Executive Director position is responsible for policy development, financial accountability, and overall organizational management of the Coaches Association of Saskatchewan including:
   - Assist in the development and implementation of the CAS strategic and operational plans
   - Supervise the Coaching and Officials Development Coordinator position
   - Coordinate the Annual Funding requirements for Sask Sport
   - Support the CAS Board of Directors to ensure all requirements of the Non-profit act are maintained
   - CAS membership development and services
   - Development and management of the CAS communications strategy
   - Work effectively with the Provincial Sport Organizations, Sport Districts and other partners to support coach development and education in the province

2. Oversee the implementation and delivery of the National Coaching Certification Program (NCCP) in Saskatchewan including:
   - As the Provincial/Territorial Coaching Representative, act as the voice for the NCCP and coaching in Saskatchewan and be an active participant in National NCCP meetings
   - Deliver Multi-sport NCCP workshops and Coach professional development opportunities with various partners
   - Act as the Central resource for NCCP related information and promotion
   - Coordinate upgrading and training opportunities for Multi-sport Coach Developers
   - Evaluate NCCP Multi-sport workshop delivery and implement changes to delivery as required to ensure training is accessible to all coaches

3. Other coaching duties/responsibilities:
   - Coordinate the CAS Coach Development grant, the Canadian Sport Center Saskatchewan (CSCS) Coach grants, High Performance Coach Capacity grants and the Officials Development grants
   - Coordinate a bi-annual Provincial Coaches Conference
   - Leadership and management responsibilities for the Indigenous Coaches and Officials Program
• Plan and execute annual National Coaches Week initiatives
• Develop and implement mentorship opportunities for Coaches in the province
• Assistance on programs or initiatives within the Sport Division of Sask Sport as directed by the Manager of Provincial Sport Development

Knowledge, Skills, and Abilities

• Demonstrated knowledge and experience in the Provincial sport delivery system:
  o Management and operation of a Non-profit organization
  o Familiarity with the National Coaching Certification Program
  o Sport development and administration

• Demonstrated skills in the following areas:
  o Clear communication - verbal and written
  o Sound administration and time management
  o Computer programs and databases

• Demonstrated abilities in the following areas:
  o Work collaboratively with individuals and in team settings
  o Develop and maintain positive relationships internally and externally
  o Work independently and take initiative
  o Work effectively with volunteer committees

Qualifications and Experience

• Post-secondary degree or diploma in Kinesiology, Sport or Recreation Administration, Education or a relevant discipline, or a strong combination of relevant training and experience
• Knowledge and experience in program planning and delivery, partnership development, policy development, data collection and evaluation
• Minimum of five years experience working in sport and or recreation management or a related field associated with non-profit organizations

Working Conditions

• Full time (37.5 hours per week).
• Evening and weekend work may be required.
• Position will be based out of Regina or Saskatoon (dependant on successful candidate).
• Some travel will be required – applicant must have a valid driver’s license.
• Salary and benefits commensurate with education and experience.
How to Apply
Qualified applicants should send a letter of application outlining their experience and how it will assist them in this position, and a resume to:

Email (preferred):  humanresources@sasksport.sk.ca (please reference job title in email)

Or

Human Resources  
Re: Manager of Coaching Development  
Sask Sport Inc.  
1870 Lorne St.  
Regina, SK  S4P 2L7

Deadline to receive applications is Monday, January 28, 2019.

Only those selected for an interview will be contacted. Thank-you for your interest in Sask Sport.