



Athletics Ontario – Employment Opportunity  
**Coordinator, Coaching**

**Location:** Athletics Ontario Headquarters, 3701 Danforth Avenue,  
Scarborough, ON M1N 2G2

**Division:** High Performance

**Reports To:** Manager, High Performance

**Purpose**

The Athletics Ontario (AO) Coaching Coordinator will help coordinate programs at a variety of Provincial, Interprovincial and National events. The Coaching Coordinator will be tasked with responsibilities including, but not limited to team staff selection, athlete selection, planning and execution of Team Ontario events. This position will also be responsible for managing the development of the Athletics Ontario NCCP coach development portfolio.

**1. Key Responsibilities**

The Coordinator, Coaching will be responsible for the following:

**Team Ontario**

- Assist in the oversight and monitor athlete yearly training plans and individual athlete performance plans within the Ontario High Performance Sport Initiative (OHPSI) program.
- Ensure communication channels remain open between Athletics Ontario and athlete personal coaches throughout the year and leading up to competition.
- Lead Team Ontario in preparation for, during and after provincial team competitions.
- Lead coach and athlete selections for ages ranging from bantam to open.
- Participate in the organization, planning and execution of Team Ontario training camps, testing camps, promotional events and others as required.

**Coach Education**

- Act as the primary liaison for coaching certification (NCCP) in Ontario, working closely with Athletics Canada Coach Education staff to roll out new NCCP changes.
- Maintain a working database of all Athletics Ontario learning facilitators and evaluators and assist in the coordination and delivery of NCCP coaching courses.
- Assist in the training and professional development of up-and-coming coaches, including the coach mentorship program.
- Work alongside AO staff in the coordination of training opportunities for elementary and secondary school teachers and coaches.



## 2. Working Relationships

- Athletics Ontario members, coaches and officials
- Athletics Canada

## 3. Qualifications

- Must have or be actively working towards NCCP Performance Coach (Level 3) and be able to complete by April 2019
- Minimum Learning Facilitator Trained
- Knowledge of the NCCP system
- Prior experience as a provincial or national team coach
- Strong communication and time management skills
- Proficient in Microsoft Office Suite
- Understanding of the provincial and national sport landscape systems
- Valid G Class drivers licence

### **Professional Expectations/Responsibilities:**

- To treat athletes, coaches and officials with respect and integrity.
- To adhere to AO employment regulations (HR Handbook).
- To refrain from defamatory remarks against AO, AO members, partners and sponsors.
- To represent AO in a professional manner at events and competitions.
- To attend relevant provincial and national championships.
- Flexibility in work hours and ability to travel frequently.

*Note: This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of the position's duties and with consultation can be amended in the light of the changing needs of the organization.*

*Applications with salary expectations should be sent in confidence by Friday, December 14<sup>th</sup>, 2019 to [office@athleticsontario.ca](mailto:office@athleticsontario.ca). Only applicants selected for an interview will be contacted. AO promotes Employment Equity.*

*AO is an athlete-centered, club and community-based, volunteer-driven organization committed to athlete development.*

*Our key goals are to promote and encourage participation from the grassroots level through to the very highest of proficiency; to assist coaches, officials and club executives in fulfilling their goals; and to establish an authority, which can voice the concerns and desires of members to the appropriate bodies.*

Employee Status: Contract (January 2<sup>nd</sup> – March 31<sup>st</sup>, 2019) with opportunity for renewal (approx. 20 hours per week)  
Regular Work Hours: Flexible  
Travel: ~60% of the time