

SPORT DEVELOPMENT COORDINATOR

TITLE	Sport Development Coordinator
STATUS	Full-time
REPORTING TO	Director, Sport Development
LOCATION	Vancouver, BC

SUMMARY

viaSport is a small non-profit organization whose purpose is to champion positive changes so that more British Columbians can thrive via sport and physical activity. We are looking for an organized, passionate and outcome-oriented professional to join the Sport Development team in the capacity of Sport Development Coordinator.

viaSport is the Provincial/Territorial Coaching Representative for the Coaching Association of Canada (CAC) and is responsible for delivery of the National Coaching Certification Program (NCCP) in B.C. The Coordinator's primary responsibilities will be to support all coach related initiatives. In addition this role will support other sport development initiatives including: Provincial Sport Organization (PSO) and Regional Alliance engagement as well as physical literacy and girls and women programming.

DUTIES & RESPONSIBILITIES

Primary responsibilities include but are not limited to:

- Communicate with coaches and sport organizations about NCCP courses
 - Respond to public inquiries regarding coaching
 - Support host organizations in implementing course delivery standards
 - Manage Homestudy program
 - Process NCCP events in the Coaching Association of Canada's database, the Locker
 - Maintain accurate internal and publically accessible lists of multi-sport Coach Developers
- Work with the Regional Alliance to ensure implementation and evaluation of targeted programming, including:
 - National Coaching Certification Program (NCCP) multi-sport courses
 - National Coaches Week
 - Coach professional development
 - Girls and Women
 - Physical Literacy
- Build off an existing framework for mentorship and determine ways to:
 - revise and strengthen coach mentorship opportunities
 - expand and build sustainability for physical literacy mentors
- Provide administrative support to the Sport Development team as required, including but not limited to:
 - Facility bookings, catering and materials
 - Evaluation of events and programs
 - Promotions and marketing coordination with Communications
 - Record keeping and minutes as required

EDUCATION AND/OR EXPERIENCE

An equivalent combination of the following education and experience will be considered:

- Post-secondary degree, a degree in sport or recreation or a related field is an asset
- Minimum of two years of work experience
- Experience working with local, provincial and / or national sport organizations is an asset

SKILLS & KNOWLEDGE

- Strong organizational skills and attention to detail
- Excellent written and verbal communication
- Customer service focused with proven ability to build relationships, listen, understand and respond to stakeholder needs
- Ability to work in a small team environment with strong self-management skills
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook

APPLICATION DETAILS

[Apply online](#) with your resume and cover letter, including salary expectations by October 29, 2017.

We wish to thank all applicants for their interest; those invited to interview will be contacted.