



Provincial Development Coach Job Description

Position: Provincial Coach

Location: Either Regina or Saskatoon

Type of Position: Full-time Salaried Employee with Benefits

Start & End Date: ASAP to March 31st, 2021 (with option for renewal)

Salary Range: \$47,000 to \$52,000 dependent on qualifications

Position Overview

Saskatchewan Rowing Association is seeking a full-time provincial coach to lead development planning and initiatives in the province to grow the sport. Building on Saskatchewan's strong and vibrant history of rowing, the provincial development coach will be a positive, collaborative leader who is invested in developing people, clubs and the sport of rowing overall.

In partnership with the clubs and working with paid and volunteer program coaches, the Provincial Development Coach will lead initiatives to grow clubs across the province by developing programming, coach mentorship, education programs and outreach opportunities. Success will be measured by increase in participation in rowing and certified coach development.

In addition, the incumbent will coach high performance athletes under the leadership of the Provincial High Performance Coach. As an integral part of the home rowing club of either Saskatoon or Regina, the incumbent will also provide expert advice and be an active participant in club events.

The Provincial Development Coach will focus their time in the following three areas:

- a. Be responsible for creating and leading development initiatives such as coach development, program opportunities to build membership, club development, etc for the province (i.e. all clubs) (40%)
- b. Implement High Performance plan in either north or south (i.e., coaching of U17, U21 & U23 athletes in either club) (40%)
- c. Implementing Program and Development plan initiatives in clubs located in either north or south of province (20%)

Organizational Overview

The Saskatchewan Rowing Association (SRA) is a not-for-profit organization established in 1973. Governed by a Board of Directors and funded primarily through Sask Sport Legacy Fund, along with other sources of grant funding, membership fees.

The SRA is dedicated to both competitive excellence and the promotion and development of the sport of rowing for all individuals. The promotion and development will be achieved through the provision of: Program Leadership; A Communication Network; and Financial Resources.

SRA is part of the SaskSport network which offers regular and ongoing Coach mentorship and professional development opportunities.

Nature and Scope

Saskatchewan Rowing Association is seeking a full-time, salaried Coach to work year-round.

The Provincial Development Coach will provide leadership and program structure to the SRA's Development and Programs portfolios and provide leadership to the coaches and seasonal staff in various aspects of provincial clubs' programs and activities. Creating a positive atmosphere among athletes, club members, volunteers and other participants is valued.

The Provincial Development Coach will also be responsible for the technical coaching of competitive programs including U17, U21 & U23 at their home club (i.e. Saskatoon or Regina). They will also be responsible for:

Responsibilities

Provincial Development

- Develop plans for the province's development initiatives to increase participation including goals, outcomes, timelines, indicators of success and lead in the plan's execution which will be supported by club and summer development coaches
- Create a province-wide Coach mentorship plan, including goals with high level direction from the Board, outcomes, timelines and indicators of success and lead in the plan's execution
- In collaboration with ED, communicate regularly with clubs to gain and maintain an understanding of their needs and adapt plans in order to be responsive to changing environments
- Facilitate regular coach development workshops, clinics and other mentorship activities with the goal of building the coach capacity of Saskatchewan rowing
- Travel to other club centers as needed to provide coach mentorship and development and empower local leaders
- Provide monthly activity reports to the Board
- Monitor budget available for programs and initiatives and work with ED to ensure budget, audit and grant funding requirements are being met. Spending decisions are only made within approved budget by Board.
- Work with the clubs to make joint development program equipment recommendations to the Board and work with the clubs to access equipment for programs and training
- Work with ED to develop grant applications for funding to support initiatives where appropriate and assist in completion of follow up reports
- Work with the ED to promote programs initiatives through social media and other avenues
- Commit to annual professional development based on Sask Sport recommendations
- Other reasonable duties the Employer may assign

Development Portfolio – Zone development and outreach at existing clubs

- Oversee all SRA-led development programs aimed at reaching new potential participants at existing clubs by providing leadership to the clubs, coaches and athletes with direct coaching responsibilities of specific programs to be determined
- Assist in the recruitment of development program coaches. Ensure ongoing feedback with appropriate Board members or committees regarding performance of coaching team
- Work with the VP of Development and Executive Director to establish plans for increased zone participation and new zone development

Programs Portfolio – Coach mentorship and existing SRA programs

- Work with the VP Programs to develop a plan to mentor coaches for all programs, competitive and recreational of all clubs in the province
- Assist program coaches as required in the development of training programs that will prepare athletes for success in competition at appropriate levels
- Work with the clubs to identify programming needs and opportunities and recommend solutions

High Performance

- Work under the direction of the Provincial High Performance Coach to enact training programs and plans for regular technical coaching of high-performance athletes
- Meet with Provincial High Performance Coach at regular intervals to obtain feedback on the progress of his/her programs and to ensure goal-alignment and attainment as it relates to High Performance Technical coaching
- Meet regularly with athletes in your program to monitor goals and progress
- Travel to and coach at regattas under the portfolio of High Performance
- Communicate on a regular basis with the Provincial High Performance Coach

Clubs and Other Networks

- Working with the local coaches/club members to ensure respect for the club's boats, equipment and facilities, and reinforce appropriate boat assignments in partnership with club Directors
- Assist in the recruitment and mentorship of program coaches
- Work with the clubs to identify needs and opportunities and recommend solutions
- Support club participation in regattas. Working with program coaches to manage the entry process, equipment, transport and participation
- Stay current with knowledge, trends and practices that are necessary to build and maintain a quality rowing club and programs
- Maintain positive relationships with other sport governing bodies at the local, regional, provincial, national and international levels
- Liaise with Rowing Canada Aviron, and other coaches as needed

Obligations to SRA Board

- Attend SRA Board meetings as required
- Stay informed about board and committee matters; review and comment on minutes and reports
- Stay informed about the organization's mission, services, policies, and programs
- Keep up-to-date on developments in the organization's field
- Inform others about the organization
- Get to know other members; build working relationships that contribute to consensus
- Follow conflict of interest and confidentiality policies

Preferred Competencies & Qualifications

The Provincial Development Coach will be thoroughly committed to the SRA's mission and values. They should have proven coaching experience and an ability to work independently as well as collaboratively. Concrete demonstrable related experience and other qualifications include:

- Comprehensive knowledge of rowing coaching systems and strategies, the ability to teach/coach/prepare for practice and competition at a national level. Demonstrated success in delivering these skills and abilities
- Excellent communication skills, oral, written and presentation. Strong interpersonal skills with the ability to interact professionally and effectively with people at all levels and ages
- Must be service-oriented and be capable of dealing with a wide variety of individuals and situations
- A high degree of independence, as well as the ability to work collaboratively in a team environment
- Ability to exercise discretion, good judgement, sound decision-making and maintain ethical standards consistent with club and SRA policy
- Organizational skills and time management abilities are essential. The individual must be results oriented, assuming responsibility for development, implementation and completion of projects/initiatives
- Certification as an RCA Performance Coach or NCCP Level 3 under the old NCCP system or be on the pathway to achieve this. Be registered with RCA as a coach and registered on www.thelocker.coach.ca
- Valid Canadian driver's licence, clean driving record and experience trailering boats preferred
- Transport Canada Pleasure Craft Operators Card
- Current first aid and CPR certification
- Police check including Vulnerable Sector Screening
- Proficiency in computer applications with skills in Microsoft products and internet applications
- Right and permission to work in Canada

Working Conditions

- This is a full-time, year-round position, with hours varying to the season and work requirements. Programs are on the water from April to October. The coach will be on the water during relevant program hours. It is anticipated the coach will work a 'split shift' many days to accommodate coaching activity.

- During regatta season several weekends will be required for regatta participation. It is expected under normal circumstances that the majority of vacation will be booked outside of the peak regatta season.
- Administrative and management requirements will figure prominently into the hours of work, as will mentoring and developing program coaches as required.
- There is a physical component to the position. Physical work is required to assist in program delivery.

Compensation, Performance Review & Employment

The coach will be financially supported as follows:

- Full time salaried position with annual compensation ranging from \$47,000 to \$52,000, dependent on qualifications
- Option to enroll in a Group Insurance and Benefits Plan administered by SaskSport
- Option to enroll in the SaskSport Pension Plan with employee contributions matched by SRA up to 7% of base salary per annum
- The SRA will pay for annual attendance at the RCA Coaches Conference and AGM, this includes registration fees, travel and accommodation
- The SRA will pay for any Coaching Development Programs requested by the coach and approved by the Board of Directors
- The Provincial Coach Development will be subject to an ongoing review of their performance and to a formal annual review one month prior to the anniversary of their start date. This Performance Review will be conducted by the Executive Director and VP's Programs & Development with input from the High-Performance Committee and may involve collecting input other stakeholders such as rowing program participants
- The Provincial Coach Development, the Executive Director and VP Development and Programs will meet prior to March 31st to review the contract in force at the time and discuss extension.

Application

To apply submit your resume and a cover letter describing your interest in the position to saskrowing@sasktel.net by 12pm noon February 9, 2019

We thank everyone for their interest in Saskatchewan Rowing; however, only those selected for an interview will be contacted.