WATER POLO CANADA

JOB DESCRIPTION

POSITION: Domestic Programming Coordinator
REPORTS TO: Director, Sport and Business Development
LOCATION: OTTAWA
STATUS: Full-time contract
DATE: Contract through March 31st, 2017

Nature of Work:
Water Polo Canada (WPC) is a not-for-profit Olympic sport organization that provides leadership and oversees the development of water polo in Canada. It is a fast paced environment offering a multitude of domestic and international events. WPC is seeking a highly motivated candidate with strong communication skills, interpersonal skills and a positive attitude to coordinate and help grow its domestic portfolio which includes coach education, referee education, membership services and grassroots initiatives. Work is completed independently with general supervision. Some travel and weekend work may be required. This position reports to the Director, Sport and Business Development. This position is set to begin in June of 2015.

General Responsibilities:
- Coordinate National Coaching Certification Program (NCCP) activities
- Coordinate Officials Training and Certification Program (OTCP) activities
- Coordinate grass roots development activities
- Administer the National database
- Assist in the development of manuals
- Provide client services to Water Polo Canada registrants and members
- Other tasks as assigned by the Director, Sport and Business Development

Education Programming Responsibilities
- Liaise with the Coaching Association of Canada (CAC) attending Partner’s Day and other annual professional development events
- Liaise with the Sport Officials of Canada (SOC)
- Coordinate NCCP training and evaluation activities with coaches, clubs and PSOs
- Coordinate OTCP training and evaluation activities with National Technical Officials (NTOs) Coordinators, clubs and PSOs
- Post NCCP events to the CAC database (“the Locker”)
- Assist PSOs in posting OTCP events to the WPC database
- Assist Director, Sport and Business Development and Director, High Performance in
developing annual coach and officials education program development plan and budget
• Assist Director, Sport and Business Development and Director, High Performance in curriculum development, researching, operational manuals and organizing working group meetings
• Assist in developing a learning management system for coach and officials education and professional development activities
• Maintain current information on the coach and officials education sections of the web site
• Ensure all NCCP and OTCP materials and web materials are in both official languages

Membership Services Responsibilities
• Manage the National database and provide troubleshooting for PSOs
• Maintain current user guides for the National database in both official languages
• Provide client services to coaches, officials, volunteers, clubs and PSOs regarding domestic programming
• Assist with office logistics regarding domestic programming and events
• Assist Director, Sport and Business Development in developing annual grassroots development plan and budget
• Assist Director, Sport and Business Development in developing financial assistance model and tools
• Manage financial assistance program and provide support to applicants in delivering outcomes
• Assist Director, Sport and Business Development and Director, High Performance in program development, researching, manuals and organizing working group meetings regarding LTAD initiatives
• Provide administrative and logistical support for Annual Growth and Leadership Summit
• Administer and manage the curriculum of the I Love Water Polo program

Qualifications/Expertise:
• Bilingualism (French/English, written/verbal)
• Understanding of water polo domestic programming and / or previous NSO experience
• Highly proficient in the MS Office suite and previous experience with web site and database management considered an asset
• University degree or equivalent in sport management, recreation, business or a related discipline;
• Excellent interpersonal skills with the ability to communicate verbally and in writing with staff, athletes, volunteers, suppliers and the public in a pleasant and professional manner
• Ability to show leadership to build and maintain excellent working relationships
• The ability to work independently demonstrating good judgmental, analytical and critical thinking skills in a fast-paced environment with many conflicting priorities
• Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines

Compensation:
Between $32,000-36,000 depending on experience and qualifications.