



**AB | NT | NU**

## **Coordinator, Coach and Officials Development Position Description**

**Position Type:** Full-time

**Location:** Hybrid

**Reports To:** Director, Organizational Excellence and Safe Sport

### **Position Overview**

Working in alignment with strategic goals set by the Board, the Coordinator, Coach & Officials Development is responsible for the planning, coordination, and administration of development initiatives related to coaches and officials across Skate AB | NT | NU. This includes supporting the delivery of NCCP coach training, coordinating official promotion processes, managing communications, and maintaining accurate records and systems. The Coordinator ensures all activities align with national standards and support the growth, education, and advancement of coaches and officials within the Section.

### **The Organization**

Skate Alberta/Northwest Territories/Nunavut (Skate AB|NT|NU) is dedicated to supporting and promoting excellence in the delivery of safe, inclusive, quality skating programs, events and developmental opportunities for all levels of skating.

#### **Vision**

Inspiring everyone to experience the joy of skating and pursuit of personal achievement

#### **Mission**

Skate AB | NT | NU will support and promote excellence in the delivery of safe, inclusive, quality skating programs, events and developmental opportunities for all levels of skating.

#### **Values**

Collaboration. Excellence. Inclusion. Integrity

For more information, please visit our website: [www.skateabnwtnun.ca](http://www.skateabnwtnun.ca)

### **Key Responsibilities**

#### **Coach Development**

- Serve as staff/administrative support to the Coaching Committee.
- Act as the Section NCCP Coach Course Administrator, supporting logistics, communication, and registration.
- Coordinate logistics for coach training sessions and clinics (virtual and in-person), including registration setup and instructor communication.
- Manage and track coach in good standing status, ensuring alignment with Section and Skate Canada standards.
- Distribute regular communications to the coaching community and respond to related inquiries.
- Liaise with Skate Canada on coach development initiatives, training updates, and reporting requirements.

#### **Officials Development**

- Serve as staff/administrative support to the Officials Committee.
- Coordinate logistics for officials' clinics and training opportunities, including facility bookings, travel arrangements, registration, and materials.
- Receive and review officials' expense claims related to training and development and process them according to organizational policies.



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- Coordinate inter-Sectional requests for officials (inbound and outbound), manage communication and tracking.
- Manage internal administrative processes for official promotions and submit documentation to Skate Canada as required.
- Maintain and update individual files for all officials including certifications, promotion records, and training history.
- Liaise with Skate Canada on officials' development, resources, and education standards.

### Communications & Administration

- Develop, maintain, and distribute communications regarding training, development and opportunities (newsletters, manuals, resource documents) for both coaches and officials.
- Contribute content to celebrate the achievements of coaches and officials via social media.
- Coordinate logistics and communications for meetings, including agendas, minutes, and materials.
- Maintain and update Section SharePoint and shared drive sites and other platforms used by Skate Canada or the Coaching and Officials Committees.
- Maintain contact lists for coaches, evaluators, data specialists, judges, and technical officials.
- Develop, distribute, and collect information through surveys related to coach and officials' needs.
- Assist with the review and update of policies, procedures, terms of reference, and other working documents.
- Attend key events and meetings as assigned, including providing on-site support to coaches and officials.

### Internal Team Responsibilities

- Participate in staff meetings and planning sessions, offering insights and cross-functional support as needed.
- Assist with grant applications, sponsorship proposals, and other organizational initiatives as required.
- Prepare reports and materials for Board meetings and liaise with Skate Canada's National Office as needed.

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### Working Conditions

- Hybrid work environment with a combination of office, home-based, and in-field activities.
- Travel as required for site visits and coordination of clinics, seminars, and training sessions.
- Available to work evenings and weekends as required.
- The position operates in a fast-paced environment with overlapping project deadlines and collaborative staff dynamics.

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### Qualifications

- High School diploma is required, post-secondary education in sport administration, education, or related field is considered an asset.
- 3+ years of experience working in sport administration or program coordination, ideally within a PSO/NSO context.
- Figure skating background is essential; experience as a coach and/or official is considered a strong asset.
- Familiarity with Skate Canada NCCP coaching standards and officials' development pathways.
- Strong administrative and organizational skills, with excellent attention to detail.
- Experience coordinating in-person and virtual training sessions and managing related logistics.
- Strong time management and multitasking skills, capable of handling multiple projects simultaneously, meeting deadlines, and adjusting to shifting priorities.
- Advanced proficiency in Microsoft Office and comfort with using SharePoint and cloud-based systems.
- Excellent written and verbal communication skills, with a professional and approachable demeanor in interactions with coaches, officials, and other stakeholders.
- Ability to build collaborative relationships.



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### **Deadline to apply**

Monday August 25, 2025

### **How to apply**

To express interest in an available role within Skate AB | NT | NU please email [executivedirector@skateabnwtun.ca](mailto:executivedirector@skateabnwtun.ca) with reference to the role you are applying for within the Subject line.

Please include a resume, cover letter, contact information and best method / time to reach you.

All applicants will be contacted within five (5) business days of the close of applications.