



JOB DESCRIPTION Domestic Development Coordinator

A. General Description

The Domestic Development Coordinator is responsible for assisting the development, delivery and implementation of both the NCCP and LTAD related activities and programs. With an emphasis on the development of capacity within Canada through our provincial affiliates, the Domestic Development Coordinator works in collaboration with the Performance Development Director to ensure the successful delivery and implementation of development and educational activities and programs.

This position is based at the national office in Ottawa, Ontario.

B. Organizational Scope

Cycling Canada (CC) is the recognized authority by the UCI (Union Cycliste International) on all aspects of cycling in Canada, including BMX, Cyclocross, Mountain Bike, Para-Cycling, Road and Track. All staff is employed by the CCA to facilitate achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

Cycling Canada receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. CC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

C. Reporting Structure

The Domestic Development Coordinator reports to the Performance Development Director (PDD) and collaborates with the PDD to ensure that the association's development plans and implementation are meeting the needs of the association.

D. Specific Responsibilities

1. Coordinate the planning and the execution of all the logistical arrangements for NCCP and LTAD activities.
2. Serve as Cycling Canada's direct liaison for any NCCP and LTAD inquiries
3. Order, distribute and ship materials for NCCP courses
4. Assist with the scheduling and coordination of sport specific Coaching and LTAD Seminars, and other special development activities as necessary
5. Liaise with and support the LTAD working group in their mandate of developing new LTAD material
6. Liaise with and support the Coach Development committee in their mandate of developing new NCCP material
7. Assign NCCP evaluators for coaching practical evaluation and oversee the administration requirements
8. Advertise and promote any development opportunities, programs and bursary for P-TSO, coaches, clubs, athletes
9. Liaise with our provincial affiliates on a regular basis to promote, facilitate and ensure the delivery of national programs
10. Maintain and update NCCP and LTAD content on CC website
11. Liaise with and support National Examiners in the delivery of CAN-BIKE activities
12. Coordinate the planning and participate at CAN-BIKE meetings and activities
13. Liaise and follow up on CAN-BIKE inquiries
14. Develop and update CAN-BIKE content on CC website

E. Travel

On an occasional basis, the Domestic Development Coordinator will be required to travel to meetings or program activities within Canada.

F. Performance Review

On an annual basis the Domestic Development Coordinator will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and attainment of required level of ability in key competency areas. These three (3) components will form the basis of an annual performance review conducted by the Performance Development Director.