



Cycling**CANADA**Cyclisme

JOB POSTING

CYCLING CANADA – DOMESTIC DEVELOPMENT COORDINATOR

Overview of Cycling Canada:

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. Founded in 1882, CC aims to create and sustain an effective system that develops talented Canadian cyclists to achieve Olympic, Paralympic and World Championship medal performances. With the vision to be a leading competitive cycling nation by 2020 celebrating enhanced international success, increased national participation and world class event hosting, Cycling Canada manages the National teams, hosts national and international events, and administers community programs to promote Cycling in Canada.

Job Description:

The Domestic Development Coordinator is responsible for assisting the development, delivery and implementation of both the National Coaching Certification Program (NCCP) and Long Term Athlete Development (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.

Key Responsibilities include but are not limited to:

- Coordinate the planning and the execution of all the logistical arrangements for NCCP and LTAD activities
- Serve as Cycling Canada's direct liaison for any NCCP and LTAD inquiries
- Liaise with and support the LTAD working group in the development of new LTAD material
- Liaise with and support the Coach Development Committee in their mandate of developing new NCCP material.
- Assist with the scheduling and coordination of sport specific Coaching and LTAD seminars and other special development activities.
- Liaise with and support National Examiners in the delivery of CAN-BIKE activities
- Maintain and update NCCP, LTAD and CAN-BIKE content on the Cycling Canada website.
- Liaise with our provincial affiliates on a regular basis to promote, facilitate and ensure the delivery of the national programs.

Knowledge and Skills

Cycling Canada is looking for candidates that have general knowledge of the Canadian sport system as well as an understanding of the delivery of NCCP and LTAD responsibilities by the national association. Candidates with strong communication, writing and relationship building skills will be sought. The Domestic Development Coordinator needs to have multi-tasking and organizational skills and an understanding of the planning process.

Candidates will be expected to be proficient in Microsoft Office programs (Word, Excel, Outlook, and Powerpoint).

A post secondary education with a degree in sport administration or business administration would be an asset.

The ideal candidate will have experience and knowledge with the NCCP and/or LTAD programs and their delivery. The ability to work in a project management type of environment with multiple stakeholders and contributors is essential for this position.

In addition, the following skills, knowledge or experience will be considered assets:

- The ability to work with subject expert volunteers
- The ability to communicate in both official languages
- Knowledge and experience coordinating programs and activities
- Knowledge and/or experience within the Canadian sport system
- The ability to create documents and reports

Salary & Benefits

The salary scale for the position is in the range of \$ 42,500 to \$ 45,000 dependent on qualifications and experience. In addition the successful candidate will be eligible for benefits after a probationary period.

This position is subject to six-month probation; at the end of which a documented performance review will be completed.

Starting Date: April 1, 2013

Application Deadline:

Persons interested should send an expression of interest cover letter and resume for this position to general@cyclingscanada.ca by **March 7, 2013**

All applications will be confidential. We thank all those who apply. Only individuals selected for further consideration will be contacted. Cycling Canada promotes Employment Equity.

THIS POSITION IS FINANCIALLY SUPPORTED BY SPORT CANADA.