



Cycling**CANADA**Cyclisme

JOB POSTING

CYCLING CANADA – OFF-ROAD PROGRAMS 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 Off-Road Programs Coordinator will be responsible for assisting the delivery of Mountain Bike and BMX and Cyclo-cross High Performance and development programs. The Off-Road Programs Coordinator will partner with the National Mountain Bike and BMX coaches to support the High Performance objectives and delivery of the approved quadrennial plan and annual High Performance plan as defined by the High Performance Director. The Off-Road Programs coordinator will give technical assistance to the Competition Coordinator to ensure the successful implementation of the national Mountain Bike, BMX and Cyclo-cross championships

Key Responsibilities include but are not limited to:

- In support to the National coaches, coordinate the planning and execution of all logistical arrangements
- Ensure adequate Mountain Bike, BMX and Cyclo-cross program financial monitoring
- Assist the High Performance Manager and Mountain Bike and BMX Head Coaches in the development and implementation of selection policies and AAP carding criteria
- Act as team manager for designated projects
- Ensure the delivery of clothing and equipment from the national office and keep an accurate inventory of this equipment
- Liaise with P/TSO counter parts to ensure integration with CC high performance programs

- Assist Competition Coordinator on technical matters to ensure optimal Mountain Bike, BMX and Cyclo-cross Canadian Championships delivery.

Knowledge and Skills

CC is looking for candidates that have general knowledge of the Canadian sport system and specific knowledge in the cycling sports and/or Mountain Bike, BMX and Cyclo-cross sport specific knowledge. The position calls for superior planning, logistical and communication skills. The Off-Road Programs Coordinator needs to have multi-tasking and organizational skills.

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.

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

- The ability to communicate in both official languages
- The ability to work with coaches and athletes
- Knowledge and experience delivering programs and activities
- The ability to monitor budgets
- The ability to create documents supporting the programs

Salary & Benefits

The salary scale for the position is in the range of \$ 48,000 to \$ 60,000 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.