

PERFORMANCE PROGRAMS COORDINATOR

Reporting to the Sport Performance Director, the Performance Programs Coordinator will be responsible for the coordination of athlete and coach development services, with specific attention to high performance programming across Olympic and Paralympic cycling disciplines. The Candidate will work closely with the Sport Performance Director, Sport Science Coordinator, and provincial and contract coaches to support the implementation of a leading athlete pathway and achieve OC's strategic objectives in fostering international athlete success and transition into Team Canada programming.

The position is based full-time at the Mattamy National Cycling Center Velodrome in Milton, Ontario.

Organizational Scope

Ontario Cycling (OC) is the Provincial Territorial Sport Organization recognized by Cycling Canada as the authority on all aspects of cycling in Ontario, including, Mountain Bike, Cyclocross, Gravel, Para-Cycling, Road, Track and BMX. All staff are employed by OC 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.

OC receives financial contributions from the provincial 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. OC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

Skills & Qualifications:

- University or College level sport management, kinesiology, or related degree
- 3-7 years' experience in athlete and coach development programming
- 3-7 years' experience in tracking data analytics for athlete development
- 3-7 years' experience in amateur sport development and operations
- 3-7 years of demonstrated administration and/operations experience.
- Excellent written and verbal communication, interpersonal and networking skills with the ability to build and maintain relationships with diverse stakeholders.
- Highly organized and detail-oriented with the ability to manage multiple projects and deadlines simultaneously.
- Advanced skills in Microsoft Word, Excel, PowerPoint, and Outlook.
- Project management experience is an asset.
- NCCP Certification is an asset [does not need to be in cycling specifically]
- NCCP Trained Coach Developer is an asset.
- Must have a valid driver's license.
- Must be eligible to work in Canada at the time of application.
- Criminal Records Check with Vulnerable Sector Verification required.

Position Attributes and Behaviors

- Ability to tackle both routine and challenging tasks with enthusiasm.
- Athlete-centric mindset.
- Ability to work in a fast-paced environment with a high level of independence and initiative.
- Excellent team building skills and the ability to be flexible and adjust to shifting priorities.
- Personal integrity, honesty, and the ability to handle pressure and stress appropriately.
- Commitment to personal growth and professional development.

Scope of Services

The successful candidate will be responsible for the administration, coordination, and successful execution of the operations and financial processes including but not limited to:

1. Develop, implement, and evaluate performance programming and services, including training camps, performance academies, competition projects, and athlete/coach educations programming. This includes working within established budgets and coordinating with the Business Manager and Marketing & Communications Coordinator, to ensure financial efficiencies & logistics and promotion of the events.
2. Prioritize and allocate resources, specifically coaching and PSRI services, to maximize return on investment.
3. Provide on-site support to identified programs, camps, and projects, which may require domestic and international travel.
4. Coordinate, in-conjunction with the Sport Performance Director, provincial coach evaluations and provide logistical support in the development and implementation of coach Professional Development plans.
5. Build the provincial coach pool by recruiting and mentoring new/developing coaches for involvement in provincial programs and projects.
6. Manage the sport performance department's equipment inventory including allocations for project, rental agreements for athletes, and coordinating all maintenance and repairs.
7. Maintain and update sport performance department kit/clothing inventory and regularly updating inventory documents in accordance with office policies.
8. Act as a primary contact for para-cycling and facilitate recruitment, try-it, and development opportunities to grow the athlete/coach pool.
9. Work with the Sport Science Coordinator, to plan/schedule sport science delivery into programming and assist with scheduling/coordinating of individual athlete testing and services.
10. Responsible for collection of identified athlete/coach annual training plans and development of individual performance plans (working w/ Sport Science Coordinator), and all on-going monitoring and updating.
11. Provide direct support to identified camps and projects [domestic and international] as required.

12. In consultation with the Sport Performance Director, assist in developing detailed documents including program/project guides, selection criteria, and pathway models.
13. Identify and assist in the implementation of coach education and on-going professional development for all coaches relating to current issues and trends in the sport, including but not limited to coordinating of annual Coach Conference.
14. Work with OC Marketing and Communications Coordinator to develop marketing plans to showcase Ontario programming, athlete performances, and other interest pieces.
15. Represent Ontario Cycling on domestic and national issues as required and directed by the Sport Performance Director.
16. Provide reporting and assist in presentations to key stakeholders including, but not limited to, Canadian Sport Institute Ontario and Cycling Canada.

Depending on the successful candidates' skills and experience, Additional pieces may include:

1. Provide high quality coaching services to athletes within identified programs and projects.
2. Deliver NCCP courses within the Community Initiation and Competition Development Streams.
3. Lead the development and implementation of a new female athlete recruitment and development program.

Compensation

The compensation package ranges from \$60,000 - \$65,000 annually based on education/experience with a competitive health and dental benefits, as well as an Employer RRSP Contribution Program. The successful candidate will be provided with a laptop and a cell phone budget. Ideally, we are looking for candidates who want a long-term role and who have the right work ethic, a lot of common sense and initiative and who thrive in a fast-paced, teamwork environment. The candidate is committed to uphold the purpose, mission, and values of the organization.

Due to the nature of the role, there will be times that work will need to be scheduled outside regular business hours, including evenings and weekends, and the ability to carry a flexible schedule is required.

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties, which may be assigned from time to time.

Interested applicants should submit their resume and cover letter (in one PDF document) to:

Careers@ontariocycling.org

Ontario Cycling is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

Accommodation is available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Application Deadline: May 20, 2024