



CANADA BASKETBALL COORDINATOR, COACH & OFFICIALS DEVELOPMENT

Canada Basketball is the national sport governing body for amateur basketball in Canada. Located in Toronto, Canada Basketball is a not-for-profit organization with the Mission: "We aspire to excellence in leading the growth and development of the game at home, and in pursuing medal performances on the international stage" and Vision: "Recognized as a world leader in all aspects of basketball, and consistently reaching the podium in FIBA competitions and the Olympic Games."

OPPORTUNITY

Title: Coordinator, Coach & Officials Development
Reports to: Director, Membership & Domestic Programs
Application Deadline: April 11, 2025

EMPLOYMENT TYPE

Type of Position: Full-Time
Start Date: May 1, 2025
Hours of Work: Canada Basketball's regular hours of work are 40 hours per week, namely Monday to Friday, 8 hours a day and 5 days a week. However, the demands of your position may require your hours of work to vary to meet the objectives of your employment.

All Applicants: must be legally entitled to work in Canada.

Canada Basketball is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. We welcome and encourage applications from First Nations, Metis and Inuit peoples, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, ethnic origin, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability or any other protected ground of discrimination.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

As a condition of employment, the successful candidate will be required to undergo a successful background check.

Canada Basketball offers a comprehensive benefits package that includes health and dental and personal days (sick, mental health, etc.)

OVERVIEW

Canada Basketball requires a dynamic individual to support the development, implementation, administration, and evaluation of educational programs for basketball coaches and officials across Canada. The position will include oversight of both the National Coaching Certification Program (NCCP) for basketball coaches and the National Officials Certification Program (NOCP) for basketball officials. This role will involve collaboration with internal staff, the Canadian Basketball Officials Commission (CBOC), Provincial and Territorial Sport Organizations (PTSOs), the Coaching Association of Canada (CAC) and other key stakeholders to enhance the coaching and officiating experience and ensure the delivery of high-quality programs and initiatives. The ideal candidate will be responsible for overseeing strategic planning, policy development, and the creation of educational resources that foster the professional growth of coaches and officials from grassroots to high-performance levels.

DUTIES & RESPONSIBILITIES

Coach Education

50%

- Provide assistance and support to coach education operations and coordinate NCCP delivery across Provincial/Territorial Sport Organizations (PTSOs),
- Work with the Coaching Association of Canada (CAC) on NCCP programming & development.
- Organize, review, and update NCCP program materials and content for all streams under the Canada Basketball Coach and Coach Developer Pathways.
- Manage the day-to-day coach education operations including communication with membership, customer service, and coordinating services.
- Plan, develop, and implement various coach professional development programs, events and clinics.
- Act as a primary liaison between Canada Basketball and PTSO coach education leads
- Manage the Game Plan website maintenance, growth, and registration (including upkeep, content development and new features).
- Stay informed on industry best practices and make recommendations to enhance the NCCP and overall coach education framework for Canada Basketball.

Officials Development & Education

50%

- Provide assistance and support to the Canadian Basketball Officials Commission (CBOC) and its sub-committees in the creation and implementation of official's development programs and events.
- Provide administrative support to CBOC and its sub-committees in all activities including the organization of and support for preparation and delivery of meetings, webinars, presentations, reports, including scheduling, taking minutes, and developing materials.
- Support the furtherance of the CBOC vision and the integration of basketball officiating into Canada Basketball and alignment of officiating programs across Canada.
- Create and develop communication materials such as the monthly Whistle Blast and promotional materials for CBOC programs and events.
- Manage the day-to-day official's development operations including communication with membership, customer service and coordinating services.

- Manage and maintain the Game Plan official's platform through updating information, tracking NOCP certification, online education modules, creating new content and administering the FIBA exam for officials across the country.
- Support the Manager, Officials Development in activities related to the development of High- Performance Officiating including FIBA Game Official and Table Official Licensing.

QUALIFICATIONS, REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Post-secondary degree or diploma in sport management or a related field.
- Minimum of 2 years of experience working in basketball operations or a related field.
- Knowledge of the Canadian basketball landscape.
- Strong knowledge of the National Coaching Certification Program (NCCP) and coach education pathways established in Canada.
- Experience with the National Officials Certification Pathway (NOCP) and other education or training programs for sports officials.
- Ability to lead initiatives, drive change, and effectively manage multiple projects at a time.
- Excellent written and oral communication skills, with the ability to convey information clearly and professionally across multiple platforms and in a variety of formats.
- Strong interpersonal skills to collaborate with various stakeholders, including provincial and territorial organizations, officials, and national sports bodies.
- Ability to evaluate and assess the effectiveness of programs and initiatives.
- Ability to develop and maintain strong relationships with key partners, including sports organizations, educational institutions, and governing bodies (e.g., CAC, FIBA).
- Skilled in analyzing data, identifying trends, and using insights to drive decision-making and continuous improvement in officiating programs.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office, and related business and communication tools.
- Bilingual (English and French) considered a strong asset. Unilingual candidates are still encouraged to apply.
- Ability to work and thrive in a fast-paced and changing environment both independently or as a team member.
- Positive and professional attitude when dealing with team members, partners, and the public.
- Valid driver's license is required.

Interested applicants should submit their cover letter and resume to: smacintosh@basketball.ca

Please include your cover letter and resume in one document and ensure the email subject line reads:

"Application - Coordinator, Coach"
& Officials Development"

Canada Basketball is an equal opportunity employer. We thank all applicants for their interest, however, only those being considered will be contacted.