



Sport Performance Coordinator

The Sport Performance Coordinator plays an integral role in supporting performance pathway sport for Prince Edward Island. Reporting to the Executive Director of Sport PEI and the Chair of the PEI Sport Performance Committee, the position supports athletes, coaches, Provincial Sport Organizations (PSOs), and partners in performance related goals. The position is responsible for coordinating performance pathway development and support, in partnership with Provincial Sport Organizations, and developing performance science programs.

Sport PEI

Sport PEI is a non-profit sport federation, providing support and leadership to the Island sport community through strategic partnerships and delivering programs and services. Our Vision - We believe that all Islanders should have the opportunity to participate, compete and excel in sport.

Employment Status: Full time

Working Locations: This position is based in Charlottetown at the Sport PEI office. The position is predominantly in-office, however some on-site work outside of the office will be required.

Entry Level Criteria:

- An undergraduate degree in Kinesiology, Physiology, or other related discipline
- 2-5 years experience in the competitive athlete development environment supporting athletes and coaches
- Proficiency in various software and applications including Microsoft Office Suite and Google Workspace
- Must be Fluent in English, with bilingualism being an asset
- A growth mindset - the desire and ability to drive the performance sport system forward
- A demonstrated passion for lifelong learning and skill improvement

Essential Skills/Traits:

- Strong understanding of yearly training programs and cycles
- Experience and understanding of sport science, knowledge and experience in athletic testing and training
- Comprehensive understanding of Long-term athlete development, value-based training and coaching
- Comprehensive understanding of the Canadian Sport system and the stakeholders in provincial and national level of sport
- Competition Development coach certification or higher would be an asset
- Ability to manage multiple projects simultaneously and with minimal supervision
- Presentation experience to groups and teams

- Excellent written and verbal communication skills and the ability to work with many different personalities to achieve desired goals
- Have a valid driver's licence and vehicle
- Ability to develop and manage budgets
- Capable of meeting the physical demands of the job, including lifting over 50 lbs.

Role Highlights	Job Components
Performance Pathways:	<ul style="list-style-type: none"> ● Working with the Provincial Sport Organizations and their coaches on the development and implementation of sport performance pathways ● Engaging with the Canadian Sport Institute Atlantic (CSI Atlantic) to support these performance pathway projects ● Coordinate performance-based support for Team PEI in preparation for Canada Games
Coach and Athlete Services:	<ul style="list-style-type: none"> ● Coordinating and supporting the role of the Athlete Health and Performance program with PSOs, coaches, athletes and teams ● Coordinate physical sport specific athlete testing and tracking ● Through the CSI Atlantic, connecting eligible national team athletes with performance science and sport medicine servicing, and coordinating related invoicing and athlete insurance
Provincial Coordination:	<ul style="list-style-type: none"> ● Implementing an Island wide performance science delivery program to support performance pathway athletes and coaches across the province ● Working with Provincial partners to offer coach education and enhancement seminars through virtual and in-person settings

We encourage all qualified applicants to submit their application by April 30. However, please note that we may begin scheduling interviews prior to the deadline. We recommend interested individuals submit their application as soon as possible.

We believe that a strong commitment to diversity and inclusion enables us to truly have a positive impact on the well-being of everyone. Successful candidates will be required to complete a criminal record check.

Salary is based on experience is \$48,000-70,000 per year, plus benefits. (\$24-\$35/hour). Applications including a cover letter and curriculum vitae will be accepted via email (sportpeiahp@gmail.com) until April 30, 2025, 4:00 pm. Please put SPORT PERFORMANCE COORDINATOR APPLICATION in the subject line of the email.

Thank you to all applicants but only those selected for an interview will be contacted.