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# JOB ADVERTISEMENT

## Coordinator, High Performance and Competitions

### Speed Skating Canada

Speed Skating Canada (SSC) is the national governing body responsible for the organization, coordination and administration of both short track and long track speed skating in Canada. Founded in 1887, we proudly represent over 13,000 athletes, coaches, officials and volunteers from coast to coast. Our non-profit organization is accountable to our 13 provincial and territorial speed skating organizations (PTSOs) and our national team program. We're here to rally, inspire and lead the charge for our country's most successful Olympic sport.

SSC is committed to diverse representation and to including voices in our workplace that are reflective of Canadian society and our sport community. We encourage people who self-identify with one or more under-represented populations to consider applying. Together, we contribute to SSC's mission to **build a fun, safe and inclusive speed skating community across Canada that empowers everyone to grow strong and healthy.**

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## Overview

Speed Skating Canada is looking for an enthusiastic individual for the position of **Coordinator, High Performance and competitions**. The coordinator ensures collaboration amongst high performance groups and stakeholders as well as with athlete and coach development programs. They also support the preparation and delivery of events and competitions.

- Position Type: Full Time
- Application Deadline: Thursday, May 30
- Expected Start Date: mid-July
- Work Location: Quebec City, Quebec
- Reports To: Director, High Performance – Long Track
- Compensation: Remuneration commensurate with experience

## Responsibilities

Under the direction of the Manager, High Performance, the Coordinator, High Performance and Competitions will:

## High Performance

- Assist with the administrative and financial processes for activities of the High Performance program in accordance with the operations procedures and guidelines of SSC
- Assist with the distribution of program related communications to national program athletes, coaches and support staff
- Coordinate and communicate travel arrangements and other logistical items for training camps and competitions for national program athletes, coaches and support staff as assigned
- Assist with program orientation/on-boarding for new national program athletes
- Triage inquiries from athletes and escalate/refer them as appropriate
- Distribute, collect and archive athlete and support staff documentation in accordance with SSC policies and procedures
- Provide administrative and logistical support to the High Performance Advisory Councils for both Long Track and Short Track and ensure the timely distribution of accurate meeting minutes
- Maintain regular communication with National Training Centres, CCES, Sport Canada and COPSIN staff to ensure the seamless operation of the national program
- Participate in regular staff, team, coach, and/or IST meetings as directed by the Director, High Performance
- As requested, provide on-site logistical support for photography and media/athlete appearances during events or in the daily training environment
- Assist the Manager, Events & Partnerships in the management of logistics around clothing/performance wear and other sponsorship items for national program athletes and support staff

## Competitions and Events

- Support the Manager, Events & Partnerships with the planning and execution of national competitions by local organizing committees, in accordance with established checklists and timelines
- Act as technical resource to the Manager, Events & Partnerships for national events
- Provide on-site logistical support during competitions as required
- Participate in regular meetings pertaining to the competition planning and execution process
- Support the SSC Event Sanction approval process

## Qualifications

Qualifications for the position include:

- Support the Manager, Events & Partnerships with the planning and execution of national competitions by local organizing committees, in accordance with established checklists and timelines
- Act as technical resource to the Manager, Events & Partnerships for national events
- Provide on-site logistical support during competitions as required
- Participate in regular meetings pertaining to the competition planning and execution process
- Support the SSC Event Sanction approval process

## Working Conditions

The Coordinator, High Performance and Competitions will primarily work at the National Long Track Training Centre in Quebec City, Quebec. Occasional travel and weekend work will be required to attend meetings and events.

## Key Interfaces

- National program athletes
- National program coaches and Integrated Support Team (IST) members
- Travel service providers
- National and Regional Training Centre staff
- High Performance Advisory Council (HPAC)
- International Skating Union (ISU)
- Canadian Olympic and Paralympic Sport Institute Network (COPSIN) staff
- Canadian Centre for Ethics in Sport (CCES)
- Sport Canada
- Organizing Committees for National and International competitions

## To Apply

To further explore this opportunity, please submit your resume and cover letter to the contact listed below. **The application deadline is Thursday, May 30<sup>th</sup>.**

- Only candidates who submit both a resume and cover letter by the deadline will be considered for interviews.
- 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.
- We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are 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.

## Contact

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