



## **JOB OPPORTUNITY**

### **Program Coordinator**

#### **ABOUT SQUASH CANADA**

Founded in 1913, Squash Canada is a non-profit, national sport association responsible for the development of athletes, coaches and officials and sets the standards for Canadian Squash. Squash Canada is a proud member of the Pan-American and World Squash Federations and participates in the Pan-American Championships, Commonwealth & Pan-Am Games as well as World Championships at the junior and senior level. Each year Squash Canada hosts nine national championships across the country and works with its provincial and territorial partners to promote the growth and development of squash across the country.

**IMMEDIATE SUPERVISOR:** Executive Director

**LOCATION:** Squash Canada's National Office in Nepean (Ottawa), ON

#### **POSITION OVERVIEW**

The Program Coordinator provides technical, coordinative and administrative services to several key programs of Squash Canada. The position reports to the Executive Director, while also assuming coordinative responsibilities in support of High Performance Director and Athlete Pathway Manager. The position requires an integrated and collaborative approach.

#### **KEY RESPONSIBILITIES**

##### **1. High Performance and Athlete Pathway Programs**

- Coordinate athlete records, including Athlete Agreements, medical information, size charts, test results, player profiles and images
- Coordinate national team uniform ordering and distribution
- Administer athlete funding system, including processing of claims and support for Sport Canada carding nominations
- Coordinate athlete insurance services
- Provide support for athlete/team entry to events, travel and related arrangements
- Coordinate logistics for training camps, clinics, tours and development competitions
- Coordinate coach/contractor agreements and monitor compliance, such as screening and certification requirements
- Provide administrative support for various team selection criteria and policies
- Provide support for implementation of the organization's Long Term Player Development model, as the framework around which Squash Canada aligns its programs, competition structures and athlete pathways

- Provide administrative support to the High Performance Director and High Performance Committee, as well as to the Athlete Pathway Manager
- Prepares communiques and reports

## **2. Canadian Rankings System**

- Provide coordinative and administrative support to Squash Canada's development and implementation of a unified Canadian Rankings and Customer Relations Management system (in progress)
- With adequate training, become an in-house resource for the rankings system and tournament management software
- Serve as the administrator of the Canadian Rankings, including uploading results, publishing rankings, handling enquiries, troubleshooting and educating stakeholders on rankings and tournament set-up
- Liaise with and activate the association's Rankings Technical Committee and Canadian Rankings/CRM Development Committee

## **3. Membership Management Services**

- With adequate training, become an in-house resource for those using the new Membership Management System (MMS)
- Provide guidance, training and support for users of the MMS
- Coordinate bulk uploads of membership data as required
- Generate various reports and analyses of membership data

## **4. Special Events**

- Coordinate logistics for the organization's annual general meeting
- Assist in the planning, document preparation and on-site execution of the annual general meeting
- Assist with the delivery of special events, such as Squash Day in Canada and Conferences
- Assist with preparations and on-site delivery of Canadian Championships and international events as may be required

## **5. Communications Support**

- Develop content related to program areas for the association web page, social media and e-newsletters

## **6. Administrative Support to Executive Director**

- Provide administrative support to the Executive Director in a cross section of areas including planning, submissions, reporting, fundraising and office management
- Delegate tasks to and support interns and/or summer staff, as applicable

## **WORKING CONDITIONS**

- Based out of the organization's national office in Nepean (Ottawa), Ontario

- Full time (40 hours per week). As a professional position, overtime will not be paid however, time off in lieu of hours worked will be available.
- Some domestic travel is required in this position
- Occasional weekend and evening work will be required, largely around meetings, events and peak periods

#### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE**

- Post-secondary education in sport management, physical education, kinesiology, or recreation administration, or a strong combination of relevant training and experience
- Knowledge and technical understanding of competitive squash
- A minimum of one year related experience in coordination of sport programs, events and/or athlete and coach services
- Proficient computer skills in a Microsoft Office environment
- Experience and technical proficiency in using web based software, ideally for such functions as membership/database management and competition/event administration
- Excellent written and oral communication skills in English, skills in French would be an asset
- Demonstrated experience and commitment to customer service
- Ability to work within established deadlines with attention to detail and accuracy, while contributing to a team environment.
- Strong time management, organization and analytical skills, ability to multi-task
- Understanding of Long Term Athlete Development and Canadian Sport for Life programming

#### **COMPENSATION & BENEFITS**

This position is well suited to an individual early in their squash or sport management career. Compensation is commensurate with experience and qualifications. A comprehensive benefits plan is on offer to the successful candidate.

#### **APPLICATION PROCESS**

Qualified applicants should send a resume and cover letter outlining their salary expectations, experience and why they are suited for this position to [dan.wolfenden@squash.ca](mailto:dan.wolfenden@squash.ca), subject Program Coordinator Position. **Applications will be accepted up to October 27<sup>th</sup>, 2017.**

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

*Thank you*

Squash Canada  
[www.squash.ca](http://www.squash.ca)