



Outline of Responsibilities
BC Athletics Coaching Education Coordinator
Part Time (.30 FTE) Position

Working with BC Athletics Staff, Committees, and the Coaching Developer Lead, the Coaching Education Coordinator will:

- Be knowledgeable and up to date on the Athletics Canada NCCP Athletics Coaching Certification Program and the Coach Evaluation process.
- Maintain an ongoing partnership/relationship with Athletics Canada, BC Athletics Member Clubs and Provincial, Regional Club/University coaches for the delivery of Coaching Education / Certification programs in BC
- With reference to the [BC Athletics Strategic Plan](#), develop an Annual Plan and Calendar for Coaching Certification and Education in BC.
- Provide input to the BC Athletics Annual Coaching Education Budget.
- Provide input and assistance in preparing the applications by BC Athletics for funding programs to assist with the delivery of Coaching Education.
- Plan, initiate and deliver or arrange the delivery of:
 - NCCP Athletics Coaching Certification courses in BC for: Sport Coach (Lv 1); and Club Coach (Lv 2)
 - Performance Coach (Lv 3) Athletics Coaching Certification courses in BC through Athletics Canada
 - The Evaluation component for Athletics Coaching Certification through: the promotion of evaluation; arranging for evaluations; and administration of the evaluation.
 - BC Athletics Coaching Conference(s) – as appropriate
 - Other BC Athletics Coaching Education courses, programs, seminars as may be developed and planned
- Exchange information with the BC Athletics Run Jump Throw Wheel and Junior Development Programs Coordinator relative to planned instructor training and joint opportunities.

- Be trained and knowledgeable as the BC Athletics contact person for the [Athletics Canada Coaching Portal](#) and the [CAC Locker](#) to insure course planning, course/evaluation completion and data input to the CAC Locker.
- Work with the Coach Developer Lead to help build a team of trained and certified Athletics Coach Developers including Learning Facilitators, Master Learning Facilitators, Event Technical Experts, Evaluators, and Master Evaluators in BC.
- Work with the Coach Developer Lead to help maintain a file of active, trained and certified Athletics Coach Developers in BC.
- Work with the Coach Developer Lead to help provide training and professional development opportunities for Athletics Coach Developers in BC.
- Work with the Coach Developer Lead to be aware of Athletics Coach Developers in other provinces and territories and make use of their expertise when applicable.
- Prepare information for publishing and circulation to coaches, parents, teachers and clubs on Coaching Certification Courses, Coaching Education Seminars and Coaching information and opportunities.
- Provide input on criteria to support BC Coaches to attend Regional, Provincial; National and International Coaching Conferences, Seminars and Workshops
- Meet regularly and provide reports as part of scheduled meetings with:
 - President/CEO
 - BC Athletics Technical Managers (T&F and Rd/XC)
 - Board of Directors – quarterly reporting
 - The Membership at the BC Athletics Annual General Meeting
- Develop in consultation with the President/CEO and the Track & Field and Road/Cross Country Technical Managers, a BC Athletics Coaching Education Committee.

Abilities, Training and Qualifications:

- The successful candidate would benefit in having:
 - A vision for Athletics Coaching Education in British Columbia.
 - Effective/positive experiences in working with volunteers and professional staff.
 - Experience working independently and in a team/committee setting.
 - A work/volunteer history of positive program/project results.
 - Experience in organizing, leading, teaching and coaching.
 - Knowledge of and experience with the Athletics Coaching Certification program.
 - A minimum of Athletics Club Coach Certified or equivalent.
 - An interest and ability to increase the number of working hours per week should that opportunity present itself.
 - The ability to travel.
 - A good sense of humour.