



Coach New Brunswick (CoachNB) is a not-for-profit organization that leads, promotes, supports, and delivers Coach education and ongoing learning through collaborative partnerships in all stages of life.

## Manager of Coaching Education

(Full-time position)

**Concept:** CoachNB is looking for an energetic, dynamic team player with demonstrated success. The ideal candidate already has strong customer service skills, is detail oriented, and is comfortable multi-tasking in a high-pace environment. The team player must be able to articulate and understand individual coaching needs, and have analytical, big picture thinking skills.

### DUTIES AND RESPONSIBILITIES INCLUDE:

#### Reporting to the Executive Director this person will:

- Administer, promote, deliver and evaluate programs currently offered by CoachNB;
- Co-ordinate central information such as the provincial National Coaching Certification Program (NCCP) course calendar;
- Maintain a current up-to-date working knowledge of the NCCP structure, framework, curriculum components, standards for accreditation, and policies;
- Develop effective administrative working relationships with the NCCP Multi-Sport Coach Developers, staff at the Coaching Association of Canada (CAC) and a wide range of community organizations, municipalities, community colleges, universities, and schools;
- Become adept with the functionality and reporting capability of the Locker (CAC national database), to complete pre/post course work, create reports and track trends;
- Track and administer the NCCP program budget, track invoicing, expense claims and processing of payments;
- Co-ordinate alternate formats including remote online learning, the individual home-study and hosting programs;
- Oversee and administer NCCP course hosting partner agreements with new and existing partners;
- Review, adapt, and modify appropriate systems as needed to track and report on NCCP data to increase efficiency in Coach NB delivery or respond to policy changes or national standards;
- Responsible of administering and overseeing the Canada Games Women Apprenticeship Program;
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- Responsible of monitoring (50% off the) Canada Summer and Winter Games Coaching certification;
- Work independently establishing workload priorities, solving problems and provide regular program reports to management as requested;
- Provide input from education delivery program to assist Coach NB's overall strategic priorities and annual business plan;
- Create and coordinate Coach Developer training and professional development opportunities in NB;
- Work collaboratively on the Annual Coaching Conference – Beyond Coaching, various professional development opportunities, and National Coaches Week initiatives.

#### **QUALIFICATIONS AND SKILL REQUIREMENTS:**

- University or College Degree in Business or Sport Administration and/or related employment experience.
- In-depth knowledge of National Coaching Certification Program (NCCP), its structure and standards of certification.
- Coaching experience and multiple years of involvement in sport or sport related administration volunteer/work is an asset.
- Demonstrated experience (minimum three years or more) of multi-tasking in a busy office environment.
- Excellent oral and written communication skills. Preference will be given to applicants who demonstrates proficiencies in both of Canada's Official Languages
- Demonstrated problem solving success and flexibility with strong organizational approach and attention to detail.

#### **HOURS OF WORK:**

This position requires a full-time regular business hours, Monday to Friday (37.5 hours per week).

#### **COMPENSATION:**

The salary range will be based on relevant employment history and educational qualifications.

**Please submit applications by Friday, August 25th 2017, midnight:**

**Mail to:** Coach NB  
503 Queen Street  
P.O. Box 6000, Fredericton, NB E3B 5H1

**Email to:** [manon@coachnb.ca](mailto:manon@coachnb.ca)

*Please note only that only selected for an interview will be contacted.*