

## DIRECTOR/HEAD COACH - PARA-ATHLETICS JOB DESCRIPTION

### I. TITLE

Director/Head Coach – Para-Athletic Programs (DHC-P)

### II. TITLE OF IMMEDIATE SUPERVISOR

Chief High Performance Officer (CHPO).

### III. MANDATE

The DHC-P directs, administers and coordinates the activities of the Para-Athletics Programs unit in accordance with the policies, goals and objectives set by the Para-athletics Committee in alignment with the overall AC Strategic Plan.

### IV. QUALIFICATIONS

- a. This position requires extensive knowledge of the sport system, both AWAD and able-bodied, and of the programs of key partners.
- b. Ten or more years of leadership experience in sport at a national or international level is required. Coaching experience at a high performance level, or a combination of coaching experience and management of coaches in the context of a high performance program, is an asset.
- c. This person must possess sport expertise, with public/private sector and corporate experience, as well as strong administrative and leadership skills.
- d. A University degree in sports science and/or a business related discipline is required.
- e. Have the ability to work as a member of a team of dedicated professional in the pursuit of common goals.
- f. Bilingualism is an asset.
- g. The position is located in the Athletics Canada Head Office.

### V. PERSONAL ATTRIBUTES

- a. Ability to lead athletes, coaches and staff many of who are volunteers
- b. Ability to organize and manage multiple tasks and projects to meet deadlines
- c. Strong networking abilities
- d. Action orientated, results driven
- e. Excellent time management skills
- f. Ability to create and communicate a vision
- g. Strong communication abilities written and verbal abilities
- h. Consultative interpersonal style
- i. Creative problem solving
- j. Identify strategic opportunities and emerging issues
- k. Sound judgment and decision-making
- l. Honest, high standards of integrity, and
- m. Personal commitment to excellence.

## **VI. KEY RESPONSIBILITIES**

### **1. PROGRAM PLANNING AND DELIVERY**

- a. Acts as Chairperson of the Para-Athletics Committee.
- b. Provide overall direction for the Para-Athletics Programs within the AC Strategic Plan
- c. Manage and implement the AWAD selection standards in accordance with accepted AC practices and guidelines
- d. Where appropriate liaise with the CHPO regarding selection standards for the inclusion of AWD athletes in able-bodied teams (e.g. Olympic Games and World Championship exhibition events OR the Commonwealth Games 'Full Medal' events)
- e. Produce, implement and monitor a National Para-athletics Programs training strategy including the formation of a National Development Program
- f. Select, maintain and promote information regarding the make-up of Para-Athletics Programs squads
- g. Maintain regular contact with members of the Para-Athletics Programs squads and their coaches and support networks
- h. Liaise and disseminate training and development information throughout the Para-Athletics Programs network
- i. Provide input into AC coaching development and education programs
- j. Direct coaches, develop and implement annual training and development plans to provide direction for all Para-Athletics Programs athletic events
- k. Maximize the performance of Canadian teams at the international level by providing development pathways for selected events
- l. Achieve international results especially at Paralympic Games and IPC Athletics World Championships in accordance with the sports overall objectives and the Para-Athletics Programs specific objectives set in consultation with the CHPO
- m. Tour with National Teams
- n. Under the direction of the CHPO represent AC in negotiations with organizations seeking a relationship with AC in the Para-Athletics Programs area. Provide leadership in partnership-building.
- o. Oversee all areas of ACs Sports Science and Sports Medicine program as it relates to Para-Athletics Programs squad members, and
- p. Participate in the appointment of all coaches having direct responsibility for elements of the Para-Athletics Programs;
- q. The Para-Athletics Director does not coach individual athletes within the Para-Athletics Programs.

### **2. MANAGEMENT**

#### **2.1 PROGRAMS ADMINISTRATION**

- a. Prepare monthly and regular progress reports for the Para-Athletics Programs
- b. Prepare and review the Para-Athletics Programs component of the AC High Performance Plan
- c. Participate in meetings and forums concerned with Athletics
- d. Provide the CHPO with updates to be included in HP reports to AC Board meetings, etc and
- e. Work within and contribute to the enhancement of AC administrative systems.

## 2.2 STAFFING

- a. Participate in selection of, and manage the head Event Group Coaches
- b. Provide input to the CHPO regarding the direction and management of other AC High Performance Unit staff to achieve agreed outcomes in their areas, in particular those areas that directly impact on the Para-Athletics Programs
- c. Participate in the performance appraisals of AC personnel working in the High Performance area, in particular those with direct involvement with Para-Athletics Programs squad members, and receive, compile and act upon the summary reports and recommendations
- d. Participate in the training and professional development of AC personnel working in the High Performance area, in particular those with direct involvement with Para-Athletics Programs squad members, in line with direction from the CHPO
- e. Provide input into the selection of volunteer and professional support staff for international competitions, and
- f. Oversee and liaise with coaches working directly with Para-Athletics Programs squad members.

## 2.3 ATHLETE ADMINISTRATION

- a. While focusing on a success at the international level, ensure that the performance program is an enjoyable and developmental experience for participating athletes and coaches
- b. Provide personal counseling to athletes with a holistic approach to education, welfare and social development when necessary
- c. Clearly articulate the policies of AC to athletes and coaches as they relate to their involvement in the Para-Athletics Programs.

## 2.4 BUDGET

- a. Implement the Para-Athletics Programs in accord with the Athletics Canada Operational Plan and budget approved by the Board and CEO
- b. Exercise appropriate financial delegation as approved by the CHPO and CEO.

## VII. KEY RELATIONSHIPS

- a. Ongoing supervisory relationships with the program Event Group Coach(es).
- b. The Para-Athletics Director will not be the personal coach of National Team athletes.
- c. Reports to the CHPO who has ultimate financial accountability following the approval of the annual budget.
- d. Works in concert with the AC Para-Athletics Committee and other AC Committees as appropriate.
- e. Works with Para-Athletics Programs partners, including: Sport Canada, the Canadian Paralympic Committee, the Commonwealth Games Association of Canada, NSOs and PSOs that represent AWAD athletics athletes and the international bodies relevant to the programs.

## VIII. ISSUES AND CHALLENGES

- a. Build and engage the network of Para-Athletics Programs coaches and service providers in a cooperative fashion;

- b. Use innovative means to build all aspects of the Para-Athletics Programs, overcoming limited resources and inter-organization boundaries;
- c. Build confidence in the Para-Athletics Programs and work to integrate individual coaches and athletes into a cohesive program model;
- d. Maintain an international focus and build on the high standards already attributed to AC, and
- e. Work cooperatively with other stakeholders of the High Performance Plan.

## **IX. KEY PERFORMANCE INDICATORS**

- a. Achieve international results, in line with targets specified in the AC Strategic Plan;
- b. Implement and conduct successful selection procedures in line with the AC selection policies;
- c. Implement and promote the Para-Athletics Programs Operational Plan;
- d. Incorporate leading edge approaches to coaching, sports science and sports medicine initiatives, and;
- e. Manage the operations of the Para-Athletics Program so that it is able to deliver program objectives in accord with the designated budget.