

JOB DESCRIPTION

I. TITLE

National Event Group Coach

II. TITLE OF IMMEDIATE SUPERVISOR

Athletics Canada Head Coach (mainly Olympic Program and to a lesser extent Para)

III. MANDATE

The National Event Group Coach lead, coach, administers and coordinates the activities of the event group in accordance with the policies, goals, strategies, and objectives set by the overall AC integrated (Olympic & Paralympic programs) Strategic Plan.

IV. QUALIFICATIONS

- a. This position requires extensive knowledge of the event group including a thorough understanding of the technical elements in combination with a background of experience and current coaching involvement at National and International levels.
- b. A University degree in sports science, physical education and/or a business or sport related discipline is required. This individual must possess strong leadership and administrative skills.
- c. Have the ability to work as a member of a team of dedicated professional in the pursuit of common goals.
- d. Ideally a NCCP Level 4 certification in the specific event group or the international equivalent
- e. Eligibility for a full membership to the Coaches of Canada (see: <http://www.coachesofcanada.com>)
- f. Ability to communicate in both Canadian official languages is an asset.
- g. Proven ability to develop athletes over time
- h. High level of credibility within the coaching community in the specific event area.

V. PERSONAL ATTRIBUTES

- a. Exceptional communication abilities written and verbal abilities
- b. Ability to motivate athletes, coaches and staff many of who are volunteers but also knows how to deal with professional athletes.
- c. Ability to organize and manage multiple tasks and projects to meet deadlines
- d. Strong networking abilities
- e. Action orientated, results driven
- f. Excellent time management skills
- g. Ability to create and communicate a vision
- 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. Work with clubs, training groups, centers & provincial coaches to strengthen the event area nationally
- b. Maximize the performance of Canadian teams at the international level by providing development pathways, support, direction and coordination for selected events

- c. Establish and implement formal talent ID, recruitment, retention, monitoring and direction methods & system to populate targeted development as per Athletics Canada's defined strategies and approach.
- d. Work with a group of HP athletes (specialized in the specific event group)
- e. Organize / co-organize and lead / co-lead camps for the purpose of training, testing, educating, competition tours or others as per the set Athletics Canada strategies.
- f. Liaise and disseminate training, competition and development information throughout the event group.
- g. Form part of the NCCP & LTAD expert writing group in relation to the specific event group
- h. Work with the Director of coaching to ensure Certification courses & mentorship in the event area
- i. Assist in the review of training plans and recommendations for nominations for the Carding program
- j. Assist coaches to develop and implement annual training and development plans to provide direction for all event group events and initiatives
- k. Coach the event group onsite where required including on designated National Team projects
- l. Work with AC – IST coordinator and leaders to ensure a systematic approach for an Integrated Support Team for the high performance event group athletes both nationally and locally.
- m. On the Paralympic side, coordinates the RTE (Nationally) Targeted Athlete within the event group

2. MANAGEMENT

2.1 PROGRAM ADMINISTRATION

- a. Preparation of annual and quadrennial benchmarks for event group development relating to:
 - Athlete performances for high performing athletes at the youth, junior, espoir and senior levels
 - Coach development, including woman in coaching development
- b. Regular communication with athletes, partners and personal coaches within event group.
- c. Prepare six month work plans and regular progress reports for the event group initiatives
- d. Contribute as requested by the Head Coach to the development of the HP strategic plan
- e. Participate in meetings and forums concerned with Athletics as requested
- f. Provide the CHPO with updates to be included in HP reports to AC Board meetings, etc

2.2 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 and - if applicable - in harmony with a superior education environment
- c. Clearly articulate the policies of AC to athletes and coaches as they relate to their involvement in the event group

2.3 KEY RELATIONSHIPS

- a. Event group members (athletes and coaches)
- b. Athletics Canada Head Coach (mainly Olympic Program but also Para) / CHPO
- c. Director of National Team Programmes
- d. Targeted Development Node(s) leader(s) as it relates to the event group
- e. Other National Event Group Leaders

3 ISSUES AND CHALLENGES

- a. Build and engage the network of event group coaches and athletes in a cooperative fashion;
- b. Use innovative means to build all aspects of the event group, overcoming limited resources and inter-organization boundaries;
- c. Build confidence in the event group 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.

KEY PERFORMANCE INDICATORS

- a. Lead the direction and development of the event group in order to achieve and sustain podium and other HP results at the senior level, in line with targets specified in the AC Strategic Plan,
- b. Incorporate leading edge approaches to coaching, sports science and sports medicine initiatives
- c. Organized and deliver successful camps