



Manitoba Speed Skating Association

Provincial Development Team Speed Skating Coach and Sport Development Coordinator

MSSA requires the talents and skills of a qualified Speed Skating Coach and facilitator to be responsible for programming and coaching of the Provincial Development Team in the province of Manitoba along with administration and sport development initiatives. This part time, seasonal position is expected to support MSSA's pursuits in Long Term Participation Athlete Development Programming (LTPAD) and to guide the province's speed skating athletes to the Provincial Team; in addition, the incumbent would be responsible for the coordination and ongoing development of the coach's pool throughout our great province. This position is subject to self-directed job discretion and authority to perform and manage primary job functions. There is guidance and reporting relationships to both the Board of Directors and the Executive Director.

Please send Electronic letters of application and CV as well as proof of credentials prior to April 1st, 2018: office@mbspeedskating.ca

*Position start date July 1st, 2018

*Only applicants screened for interview will be contacted

Credentials Required:

- A minimum of 3 years of recent coaching experience within the sport of Speed Skating.
- NCCP Comp. Dev. for Speed Skating certification or willingness to attain within year 1 of the contract
- Excellent leadership skills with strong proven interpersonal experience, volunteer management experience.
- Proven program and planning skills, with proven ability to work in an independent setting.
- Experience with fiscal responsibilities and ability to manage program activities within prescribed budgets.





- Ability to apply the LTPAD model and True Sport principles. Familiarity with team selection.
- Working experience with officials and competition coordinators: i.e. Competitions Bulletin and publications.
- Electronic work-place management skills with proficiency in presentation and Excel, Word experience.
- Current drivers licence is required, with ability to become insured and licenced in Manitoba.
- Proof of ability to work with minors. Vulnerable persons background check is required.

Reporting Relationship: This roll reports directly to the Executive Director, and is overseen by the MSSA President.

Work Place and Term: The workplace is in Winnipeg, Manitoba, Canada. The position is subject to a contract of employment and will be reviewed annually. This is an independent work situation, on a seasonal basis.

Compensation and Time commitment: Monthly contract wage of \$2,000 paid per month worked, during the season. The seasonal expectation is July 1st – March 31st. The time commitment expectation is an average of 10 hours per week, (4-6 hours of administering practices and planning, 4-6 hours of sport development and administration), plus competitions and camps.

Responsibilities: The Employee will perform such duties, including but not limited to the following general descriptions:

- **General Coaching and Sport Development:** Responsible for coaching and sport development. Providing services and support in these areas of expertise to the MSSA and its province wide clubs (ie. membership recruitment initiatives, implement sport growth initiatives, planning and implementation of new school race strategy, Master's program oversight etc.)





- **Provincial Athlete Programs and Athlete Development:** Responsible to the MSSA for the design, development, management, implementation, and execution of the Provincial Development Team Training Program through the creation of a YTP (yearly training program) with consultation of the Provincial Team Coach.
- **Participation in MSSA Board of Directors led Committees:** Required to work and communicate with the MSSA Board of Directors, the Executive Director and various committees.
- **Administrative Functions:** Review, amend, and submit all bulletins, with the assistance of the High-Performance Committee, the Competitions Committee, the Canada Winter Games Committee, and the Manitoba Winter Games Committee as applicable and needed. This includes all liaison with Sport Manitoba and subcommittees.
- **Competitions, Camps and Travel:** Expected to attend, or procure a suitable replacement, for assigned out of province competitions (expected to be 4-6 competitions). Expected to attend all competitions within the province or procure a suitable replacement. Expected to plan and run a minimum of 3 annual training camps with the assistance and collaboration of the Provincial Team Coach (2 in province and 1 out of province).

