

Job Title: Education Coordinator

Job Type: Permanent – 0.5 to 0.8 FTE

Reports to: Executive Director

Job Purpose: To build leadership capacity and technical expertise in our sport by coordinating and/or providing training and education opportunities for coaches, ice techs, officials, staff, and volunteers.

To ensure all aspects of Curling Alberta courses, training, certification, and professional development opportunities are executed with excellence.

To act as a liaison to assist communication and cooperation between Curling Alberta and its partners, leaders, and member clubs.

Job Focus:

1. Courses and Clinics
2. Rankings & Database Management
3. Excel Program & Multisport Games Support
4. Alberta Rocks Camps
5. Coach Screening & the Respect in Sport Program
6. Administration & General Duties

Hours and Nature of Work:

- This is a part-time, salaried position with some variability in the work schedule, including evenings, weekends and some travel requirements to conferences, meetings, and events. There is an expectation to be on call during clinics and courses, and during occasional competitions.
- As part of a dynamic team of professionals, this position will be based in Curling Alberta's head office, located in Edmonton at 11759 Groat Road NW.
- The incumbent will be required to provide his or her own reliable transportation.

Curling Alberta's Education Coordinator will be responsible for the following primary duties:

Courses & Clinics

- Work with Curling Alberta's staff, course facilitators, and other key experts to schedule courses, training, certification, and professional development opportunities as appropriate to meet the leadership and technical needs of our sport;

- Encourage and assist clubs to host leadership and technical development opportunities;
- Assist in the development and implementation of succession plans for key leadership positions in coaching, officiating, statistics keeping, and ice making;
- Coordinate all aspects of Curling Alberta's training, certification, and professional development opportunities including:
 - Set up and monitor the web-based registration process;
 - Ensure all policies and requirements are met (i.e.- age requirements, prerequisites, any prework requirements, etc.) and produce final list of entries;
 - Manage the collection of fees and any refunds;
 - Coordinate the delivery of all required materials and equipment to/from venues;
 - Maintain an inventory of materials and equipment required for courses/clinics (e.g.- rule books, manuals, etc.);
 - Maintain applicable pages of Curling Alberta's website through consultation with Curling Alberta's Communications Coordinator to ensure relevant and up-to-date information is available;
 - Work with Curling Alberta's Master Course Facilitators and other key experts to assign instructors and/or facilitators to each opportunity and provide them with appropriate support and materials;
 - Prepare, collect, and compile all course/clinic surveys and evaluations.
- Ensure that all Curling Alberta training, certification, and professional development opportunities comply with standards as set by the recognized certifying body (NCCP, Curling Canada, etc.);
- Assist to develop recruitment, progression, and retention strategies to drive results as identified by annual key metrics;
- Develop and implement an awareness/education campaign for targeted audiences for each program area (coaching, officiating, etc.) and provide expert advice, customer service, and communication to all identified stakeholders;
- Research and (assist to) produce resource material where applicable;
- Manage course/clinic budgets.

Rankings & Data Management

- Compile and assist to analyze all data collected by post course/clinic surveys;
- Create processes and strategies to collect data required for annual funding surveys and internal decision-making;
- Create, monitor, and maintain an accurate and up-to-date provincial database of ice technicians, statisticians, and umpires;
- Ensure that all coaches and coach training opportunities within the boundaries of Curling Alberta are entered into the Coaching Association of Canada national database (The Locker) in a timely and accurate manner;
- Update, monitor, and post all internal ranking and point systems in an accurate and timely manner as required by applicable policies.

Alberta Rocks Camp

- Assist the Camp Coordinator and Director to:

- Set up the online registration process;
- Implement any related marketing and communication strategies;
- Book camp facilities and hotel block.

Excel Program & Multisport Games Support

- Assist Curling Alberta's Excel Program Director to plan, coordinate, and evaluate the delivery of the Curling Alberta's Excel Program and all multisport games in which Curling Alberta participates (i.e.- Alberta Winter Games, Canada Summer Games, Arctic Winter Games, Masters Games, etc.);
- Assist to support the Excel Program Provincial Coaches and the Integrated Services Team (IST) who deliver Curling Alberta's Excel Program;
- Update, monitor, and post eligible team rankings as per the Excel Program selection criteria in an accurate and timely manner.
- Lead the preparations for WCWG and CWG (e.g.- advise on tech package, athlete selection policies, etc.);
- Provide input to the ED on the development of the strategic and annual business plans;
- Work with the office to ensure that all communications related to the AEP are delivered in a timely and comprehensive manner;
- Assist in providing program evaluations required by funding partners such as the Alberta Sport Connection and Curling Canada;
- Advise the ED on special projects and events as needed.

Other

- Complete special projects as assigned.
- Attend staff meetings and planning exercises as requested.
- Apply for available grants to support leadership development and complete all accountability reports.
- Coordinate in and out for loan, ensuring resources are returned in a timely manner.
- Support school and community outreach programs, try, and promotional activities etc.
- Participate in ad hoc/standing working groups as requested.
- Work with Curling Alberta's Communications Coordinator to ensure that all events and related policies are properly announced and advertised, and to create content for newsletters.
- Assist Curling Alberta's Executive Director to attract sponsors to leadership development initiatives/programs and fulfill any sponsorship deliverables.
- Attend events as assigned to liaise with stakeholders, trouble-shoot, and assist hosts on site.
- Administer volunteer screening procedures
- Submit monthly or bi-monthly reports as requested in preparation for Board meetings and performance evaluations, including an annual report for presentation at Curling Alberta's Annual General Meeting.

Qualifications

- An undergraduate and/or graduate degree in a related field, such as Physical Education or Sport Administration is an asset; relevant education and/or experience will be considered.

- Experience in event, program, and/or volunteer management is required. Experience in facility management would also be an asset.
- Knowledge of both recreational and high-performance sport environments, with a priority given to curling.
- High level of familiarity with Microsoft Office products (Word, Excel, etc.).

Personal Characteristics

- Demonstrates an understanding of the link between his/her job responsibilities and the overall organizational goals and needs and performs the job with these broader goals in mind.
- Exemplary communication and interpersonal skills; able to communicate comfortably and effectively with people at any level, always maintaining a gracious and professional manner.
- Organized and self-motivated; strongly goal and results oriented with success in setting and meeting objectives.
- Accustomed to working in fast paced environments; enterprising and resourceful under pressure.
- Ability to work well independently and in team settings.

Compensation

- Salary will be negotiated depending on the incumbent's experience and qualifications but will range between \$30,000 to \$35,000 annually.
- Out-of-pocket expenses including meals, parking, and supplies will be reimbursed as per Curling Alberta's expense policies. One one-site parking stall will be provided.

To apply, please email a resume and cover letter to Curling Alberta's Executive Director, Jill Richard, at jill.richard@curlingalberta.ca by August 21, 2020.