

## **ATHLETE AND COACH SERVICES COORDINATOR CANADIAN SPORT CENTRE ATLANTIC - NEW BRUNSWICK**

The Canadian Sport Centre Atlantic (CSCA) is a not for profit sport organization that supports high performance athletes and coaches in Atlantic Canada by providing an enhanced environment of services and programs to help them achieve international podium results. The CSCA is part of a national network of multisport centres that link high performance athletes and coaches to sport-related services.

The Athlete and Coach Services Coordinator will report directly to the Atlantic Manager of Athlete and Life Services.

**Location:** Fredericton, New Brunswick

**Responsibilities include:**

- Coordination and leadership in the implementation of all programming in athlete and coach services in New Brunswick
- Lead coordination and communication with all CSCA recognized service providers in New Brunswick
- Maintain database of CSCA athletes and coaches
- Manage the delivery of all personal and professional development programming for athletes and coaches
- Coordinate athlete funding programs in New Brunswick
- Provide leadership to Parasport and recreation management committee in conjunction with Provincial partners
- Lead the coordination of the Canada Games Sport Science Program for New Brunswick
- Assist in the coordination of the Atlantic Coaches Seminar
- Support and lead Provincial initiatives such as the Professional Coach Employment Program committee and the New Brunswick High Performance Training Group Program
- Coordinate sport science services through the New Brunswick Sport Performance Centre located at the University of New Brunswick, Fredericton
- Support the Manager of Athlete and Life Services on Atlantic and National initiatives

**Qualifications include:**

- Degree in Sport Management or related field, masters level preferred
- Minimum three years administrative experience in sport
- Proven capacity to develop and manage major projects to successful completion
- High level of proficiency in Microsoft Office (including Excel, Word, Outlook)
- High degree of professionalism

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- Ability to prioritize tasks and meet deadlines; multi-task
  - Strong communication and interpersonal skills
  - Creative and able to work independently
  - Ability to communicate in both official languages is an asset
  - Experience in high performance sport is an asset

The CSCA is an equal opportunity employer.

<b>Contract:</b>	The position is a three year term with renewal possibilities
<b>Salary:</b>	Commensurate with education and experience
<b>Start Date:</b>	March 19, 2012
<b>Application Deadline:</b>	February 13, 2012 (Only applicants selected for an interview will be contacted)
<b>Please send resume to:</b>	Canadian Sport Centre Atlantic c/o Daphne Pellerin 26 Thomas Raddall Drive, Suite 166 Halifax, NS B3S 0E2 Phone: 902-425-5680 Fax: 902-425-5928 <a href="mailto:daphne@cscatlantic.ca">daphne@cscatlantic.ca</a>