



## **High Performance Coordinator – Job Description**

**Position Title:** High Performance Coordinator

**Reports To:** Executive Director

**Location:** New Brunswick

**Term:** Part Time (20 hours per week), Contract (1 years, with possibility of extension)

### **Position Summary**

The High Performance Coordinator is responsible for the coordination, administration, and delivery of High Performance programming. This role supports the development of athletes, coaches, and teams by ensuring effective systems, processes, and logistics are in place to align with provincial and national high performance pathways.

The Coordinator works under the direction of the Executive Director and in collaboration with the High Performance Committee to implement programs aligned with the athlete development pathway established by Ringette Canada.

In relation to the Canada Winter Games (CWG), the High Performance Coordinator supports the Executive Director in all aspects of CWG planning, coordination, and delivery.

### **About Us:**

Ringette New Brunswick (RNB) is a non-profit, volunteer-centered- organization managed by a dedicated Board of Directors. At RNB, we take great pride in being a sport leader in delivering creative, community & competitive programming for all levels of ringette.

Our membership includes 9 local associations, 5 High Performance (HP) teams, 2 University teams, and a National Ringette League (NRL) team, with a total membership of 1400. We embrace diversity, inclusion, equity, and accessibility throughout all levels of the organization and value True Sport.



## **Key Responsibilities**

### **Program Development & Delivery**

- Leads the coordination and delivery of high performance programs and pathways
- Implements athletes' identification, selection and evaluation processes in collaboration with designated coaches and /or selection committee(s)
- Supports the execution of athlete selection process
- Coordinates logistics for High Performance events (e.g., Canada Winter Games, HP Jamboree, Atlantics)
- Ensures alignment with Long-Term Athlete Development (LTAD) principles
- Monitors program outcomes and provides recommendations for improvement

### **Athlete & Coach Support**

- Acts as the primary liaison between athletes, coaches, parents, and the organization
- Coordinates communication related to program expectations, schedules, and logistics
- Supports coaches within the High Performance division
- Assist with coach recruitment and evaluation processes

### **Administration & Logistics**

- Manages program registration, documentation, and record-keeping in accordance with organizational standards
- Support the development and monitoring of the High Performance budget in coordination of the HP Chair
- Coordinates monthly High Performance Committee meetings, including preparing and circulating agendas and minutes
- Assists with ice scheduling and facility coordination
- Ensures all program communications and records are maintained within organization-controlled systems

## **Policy & Compliance**

- Ensures adherence to Safe Sport policies and codes of conduct
- Maintain compliance with Ringette New Brunswick/Ringette Canada and provincial sport regulations
- Support the development and review of High Performance policies and procedures
- Maintains confidentiality and proper handling of organizational data and records

## **Qualifications & Skills**

- Experience in sport administration, athlete development, or High Performance environments
- Strong organizational and project management skills
- Excellent communication and interpersonal abilities
- Ability to manage multiple priorities and deadlines
- Knowledge of LTAD frameworks and High Performance pathways would be an asset
- Proficiency with Microsoft Office and registration databases
- Bilingualism in French and English would be an asset

## **Workload & Flexibility Expectations**

- Occasional travel within the province
- Seasonal flexibility in workload and time commitment(evenings, weekends)
- Workload increases during key periods like tryouts, selection phases, training camps, and major event preparation (including CWG-related programming)
- Off season responsibilities focus on planning ,administration, program review etc

## **PAYROLL AND BENEFITS**

- Part Time (20 hours per week), Contract (1 years, with possibility of extension) at the discretion of RNB Executive Director and/or RNB board
- Work from home position
- Salary \$500 per month

If the above sounds like you, please submit your resume & cover letter to [rnb.executivedirector@gmail.com](mailto:rnb.executivedirector@gmail.com) by end of day on May ,11 2026

*NOTE:* Only those applicants selected for an interview will be contacted