

Triathlon Canada

Contract Position – Coaching & Technical Officials Program Administrator

Starting Date: January 2, 2023 **End Date:** March 31, 2024

Remuneration: \$18,200

Expected time commitment: 8 hours per week

Position: Coaching & Technical Officials Program Administrator

Location: Remote

ABOUT TRIATHLON CANADA

Triathlon Canada is the governing body of the sport in the country. Triathlon Canada's more than 22,000 members include athletes, coaches and officials from the grassroots to elite levels. Triathlon Canada supports athletes in reaching the Olympic and Paralympic podium, but we also inspire any Canadians who just want to discover what they're made of. Creating a culture of gold medal performances, Triathlon Canada is a national organization dedicated to promoting excellence in the sport. Our team of dedicated professionals are committed to the same expectation we have of our athletes and coaches who represent us: being the best in the field, whether it's on the race course, in the training environment or in the offices and boardroom.

ABOUT THE POSITION

The purpose of this contracted position is to provide strong administrative support to our coaching and technical officials programs. Key objectives of this position are:

General:

- Provide customer service and support for coaches and technical officials across Canada
- Issue annual licenses and support the licensing process
- Maintain the education portal systems
- Support provincial program administrators
- Write and publish regular newsletters to the community

Technical Officials Program:

- Support Triathlon Canada's Technical Committee
- Organize and act as the Chair for all Technical Committee meetings
- Ensure officials are assigned to events and remunerated accordingly
- Update policies and communicate changes as needed
- Support planning and delivery of National courses

Coaching Program:

- Support the Triathlon Canada high performance coaching Lead
- Ensure courses are being offered and assist with assigning facilitators as needed
- Ensure course facilitators are paid for their services
- Support delivery of a community education campaign on registered coaches



EXPERIENCE AND QUALIFICATIONS

- Strong communication and writing skills
- Experience with learning management systems
- Experience with database management
- Experience with coaching, officiating or event hosting considered an asset
- Bilingual in French and English considered an asset

REPORTING STRUCTURE

This position will report to the Manager of Community Programs.

APPLICATION

Please send your resume to Christine Cogger at Christine.Cogger@triathloncanada.com by **November 30th, 2022**.