



JOB POSTING

Coordinator of Quality Sport (Part-Time)

Background:

The Sport for Life Society is recognized as the global experts on the Canadian Sport for Life Movement, Long-Term Athlete Development, and physical literacy development. The purpose of the Canadian Sport for Life Movement is to improve the quality of sport and develop physical literacy. Sport for Life links sport, education, recreation, health and governments to align community, provincial, and national programming. Long-Term Athlete Development is a multistage training, competition and recovery framework guiding an individual's pathway through sport and physical activity from infancy through all phases of adulthood. Physical literacy is the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility to be active for life. Sport for Life, as a social enterprise using Long-Term Athlete Development and physical literacy, works to be a catalyst for positive change.

Reports to: Director of Quality Sport

Position Description:

The Coordinator of Quality Sport provides support to the Quality Sport division.

Type of employment: Eight (8) Months contract.

July 1st 2019 to March 28th 2020

Primary role:

To establish effective and efficient processes enabling service to the sport community within the Quality Sport Division.

Tasks will include:

- Manage, tracks and updates National Sport Organization's (NSO) Long-Term Development Leads and other key contacts lists.
- Tracks and monitor important deadlines relating to reporting, yearend and internal deadlines.
- Tracks identified metrics associated with Key Performance Indicators for the Quality Sport Division.
- Organize files to ensure easy access for users (Dropbox)
- Supports the preparation of reports and funding applications
- Reviews, formats, proof reads Quality Sport Division's documents including reports and meeting minutes.
- Supports the Progress Tracker development and implementation through communications, tech support, reporting, data entry, system design and schedule project meetings.



- Scheduling, logistics and coordination of meetings and workshops including taking minutes and presentation slide creation.
- Coordination of communications including website updates, workshop promotions, supporting NSO bulletin creation, social media and translation.
- Occasional participation and representing the Quality Sport Division Partner calls.
- Project coordination – manage deadlines, requests, communications to partners
- Occasional Travel Planning (book flights, create itineraries, prepare materials)
- Manage supplies and resource needs

Job Requirements:

- Excellent communication skills, both verbal and written
- Very well organized
- Excellent multi-tasking skills
- Ability to learn quickly and prioritize requirements
- Ability to build relationships
- Excellent customer service skills to both internal and external clients
- Pleasant and courteous manner
- Detail-oriented with a sense of pride in their quality of work
- Background or experience in sports, physical education or sports administration
- Well-groomed, professional appearance

Qualifications:

- Proficient in Microsoft Office Suite.
- Bilingualism an asset, but not required (French and English).
- Ability to work on both Mac & PC is an asset.
- Knowledge of the Canadian Sport System would be an asset.
- Experience with Dropbox, Smartsheet, are assets but not required.

Compensation is based on 32 hours per week at the rate of \$20/ hour. Position will be based in the Sport for Life head office in Victoria, BC.

Please submit your cover letter and resume to office@sportforlife.ca by **4:00 pm, PST, Friday, June 28th**. We thank all applicants for their interest however, only those shortlisted will be contacted.

For more information on Sport for Life please visit us at www.sportforlife.ca

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry and persons with a disability.