

Ski Fit North Alberta

Job title	Program Coordinator
Reports to	Program Director

Job purpose

The Program Coordinator is responsible for the direct coordination, implementation and delivery of the Ski Fit North Alberta program and services.

Duties and responsibilities

- 1) Delivery and implementation of SFNA outreach days. This includes teaching basic technique and skills of cross-country skiing, games, activities and ensuring students and program participants have a positive, supported experience.
- 2) Routine follow-up visits to established schools to ensure positive and trusting community relationships.
- 3) Provide information and support designed to work toward establishing cross-country skiing as part of the physical education curriculum with weekly sessions.
- 4) Coordination of equipment maintenance, purchase and renewal of existing fleet where necessary.
- 5) Provide information, resources and assistance with the development of after-school and ski club development as well as competitive opportunities for interested schools and communities.
- 6) Coordination and provision of NCCP coaching leadership courses for teachers and community members.
- 7) Distribution of resources and materials to be left with teachers and communities including; educational information/resources on physical literacy, games/activities manuals.
- 8) Assistance with distribution, collection and compilation of Impact Assessment questionnaires.
- 9) Planning and execution of Multi-Community Festival Ski day (Northern region).
- 10) Regular and reliable communication with Ski Fit North Alberta staff.

Qualifications

Qualified candidates for this position must possess:

- Grade 12 diploma. University and/or Post-secondary education an asset.
- Driver's license.
- Basic First Aid.
- Strong cross-country ski ability and background in sport (competitive background not required, but demonstrated skill and comfort level on skis necessary).
- Demonstrated enthusiasm, cultural awareness and strong cultural sensitivity as regards Canadian Aboriginal people.
- Experience working with children and youth.
- Strong organizational and communication skills.
- Computer literacy.

- Demonstrated enthusiasm and ability to engage and work in a meaningful, supportive manner with Aboriginal children and youth.
- Basic knowledge of physical literacy, nutrition and health issues facing Aboriginal Canadians.
- Ability to convey, listen to and interpret cultural information and opinions of diverse audiences with professionalism and sensitivity.
- Ability to show personal leadership within the position, through setting priorities, delegating work and contributing to program goals and mandate with creative and constructive input.
- Willingness to participate in the ongoing change process required of a small, growth-oriented organization and contribute to a constructive and positive “team” atmosphere.

Working conditions and physical requirements

Working conditions require candidates to travel extensive distances and occasionally overnight throughout the province of Alberta. A vehicle will be provided and all travel/accommodation expenses will be covered as per SFNA policy. Meals will be compensated through a per diem agreement. Program Coordinator must agree and abide by the CCC Driver’s Policy (attached).

Candidates should possess moderate to high levels of physical fitness and ability. Job requirements include large amounts of time spent skiing, partaking in physical activities with children, and loading/unloading of ski equipment.

Reporting

- 1) The Program Coordinator reports to the Ski Fit North Alberta Program Director.
- 2) The Program Coordinator is responsible for the supervision of other staff and volunteers who may be employed to assist during outreach activities and festival days.
- 3) The Program Coordinator shall provide year end evaluations and final reports to the Ski Fit North Alberta program.

Compensation

This is an 8 month position, commencing on September 1, 2016 and terminating on April 31, 2017.

Performance reviews and evaluations will be conducted on an annual basis.

The contract position will be \$47,000 with payment by direct deposit to a specified bank account.

Annual salary increases will be considered based on performance reviews and financial status of SFNA.

Approved by:	
Date approved:	
Reviewed:	

