

## **Saskatchewan Sailings Clubs Association – Program Director/Coach**

The Saskatchewan Sailing Clubs Association has historically had one permanent staff position. This person fills the roles of Program Director (formerly Executive Director & Technical Director) and Provincial Coach, working under the supervision of the President of the SSCA. The permanent staff person is responsible for the planning, general management and performance of activities to accomplish the goals of the SSCA as described in the current version of *SSCA Long Range Plans*. The SSCA Board of Directors will provide support for permanent and temporary employees. The permanent staff person is responsible for supervising temporary employees such as Mobile Sailing School coaches.

### **Responsibilities**

The responsibilities of the permanent staff include, but are not necessarily restricted to, the following:

#### Program Director Functions

- Support member clubs: support race circuit, schedule race circuit, schedule mobile sailing school while recognizing traditional dates and distribute MAP funds.
- Design operational strategies and budgets to implement the Association's *Long Range Plan*, including under-represented groups, disabled sailors, elite athletes and Club sailors.
- Periodically assess and evaluate the budgets, plans and goals of the SSCA and the degree to which they are being attained, thereafter to suggest and implement means of enhancement and improvement.
- In consultation with the President and Treasurer, develop and submit for approval an annual operational plan covering all SSCA programs, including all competitions, travel plans, team training periods and cycles, clinics and camps, coach and officials development, training for grassroots sailors, and appropriate national and international presenters.
- Report, in writing and orally, to the SSCA Board of Directors as required.
- Act as Secretary at Board meetings including booking rooms, distribute minutes, agendas, financials and any other required material.
- Maintain accurate financial reports while working closely with the bookkeeper on the monthly financial statements and respecting generally accepted accounting principles.
- Co-ordinate the preparation of the SSCA's annual grant request, and any special grants as applicable, to Sask Sport and other funding agencies (funding application is typically due October 15 and follow up is typically due February 1).

- Support the development of instructors and coaches of provincial and national calibers for Mobile Sailing School.
- Develop plans for increasing presence of instructional programs in schools.
- Arrange the purchase, maintenance, storage, and insurance of team and sailing school equipment, including the coach boats, team van, pick-up, trailers and storage containers.
- Deal with correspondence with and act as liaison between local organizations interested in sailing, other provincial sailing bodies, Sail Canada, and other national organizations.
- Develop plans for increasing the presence of Learn to Sail programs in schools and public recreational areas.
- Develop plans and administer programs related to donations, sponsorships, the sale of items, advertising, other fund raising and marketing.
- Perform all duties and responsibilities in a manner reflecting accountability to the SSCA Board of Directors and ensuring adherence to the Association's goals, policies and procedures relating to coaching, athlete training, financial operations, and personnel management.

#### On-the-Water Functions

- Perform all coaching duties for competitions at which the Sask Team competes.
- Be Head Coach of the Provincial Sailing Team at any competitions (including those held outside Canada) preparing the team or its members for national competitions and at national competitions, managing the needs of the Team in conjunction with competition requirements, including those of the Canada Games, Western Canada Games and Sail West.
- Be responsible for Team conduct and discipline on and off the water while they represent Saskatchewan as outlined in the Sail Canada Code of Conduct.
- Develop criteria and methods for athlete identification and selection in the development of the Provincial Team.
- Maintain a data base of Provincial and prospective athletes, specifically eligible for the Canada Games.
- Develop and administer a Team training program that includes on-water, off-water, and year-round activities in Canada Games Classes (Laser Standard, Radial and 29er).
- Develop and administer programs for enhancing grass-roots sailing programs in the province, including providing seminars and training opportunities for Club sailors at all stages of development (Optimist and 4.7).
- Organize special U17 and U19 training seminars and provincial championships for Canada Games and Canadian Youth Championships.

- Support provincial race circuit and provincial championships in Laser, Radial, Kite, and other classes when enrolment justifies it.
- Assist in the administration of the Mobile Sailing School and other introductory programs, including training and mentoring in the hiring of term Instructors and supervising their adherence to program policies and procedures.

### **Skills and Qualifications**

- Minimum NCCP Competitive Development Coach is to be maintained
- Personal racing success at a National Level minimum
- Knowledge of the Canadian Sailing System
- Knowledge of Sask Sport
- Proven Sailing Coach resume
- Proven strong leadership, problem solving, planning, interpersonal communication, administrative and organizational skills required
- Incorporates safety in all aspects of the work
- Working knowledge of MS-Word, emails, social media, web site
- Experience with disabled or kite programs an asset
- Plan and engage in appropriate professional development activities needed to maintain or extend qualifications in coaching, instructor evaluation and other areas applicable to this job description.

### **Compensation**

Salary \$30,000-\$45,000 + benefits depending on experience.

As this position will require work to be performed outside of regular working hours, (occasional weekends and evenings), all applicants must clearly indicate their ability to be available for performing work functions at a variety of times. Willingness to be located in Saskatoon or Regina will be an asset.

Please forward your resume as soon as possible to [marty.sasksailing@gmail.com](mailto:marty.sasksailing@gmail.com)

Attention: Marty Houle, President of SSCA

Closing Date: March 31, 2020