

## **Saskatchewan Sailings Clubs Association – Provincial Coach/Sailing School Director**

As a seasonal employee and working under the supervision of the Program Director of the SSCA, the Provincial Coach/Sailing School Director is responsible for the planning, general management and performance of on-the-water activities to accomplish the goals of the SSCA as described in the current version of *SSCA Long Range Plans*. The Provincial Coach and Sailing School Director is responsible for supervising temporary employees such as Mobile Sailing School instructors.

### **Responsibilities**

The responsibilities of the Provincial Coach/Sailing School Director include, but are not necessarily restricted to, the following:

#### Provincial Coach Functions

- 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.
- Perform all coaching duties for competitions at which the Sask Team competes.
- Develop criteria and methods for athlete identification and selection in the development of the Provincial Team.
- Maintain and communicate to the Program Manager 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).
- 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.

### Sailing School Director Functions

- 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.
- 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).
- Support the development of instructors and coaches of provincial and national calibers for Mobile Sailing School.

### Other Functions

- In coordination with the Program Director, 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.
- In consultation with the Program Director, 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.
- 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.
- 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.

### **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

**Compensation**

Salary \$17/hr to \$25/hr depending on experience.

As this position will require work to be performed outside of regular working hours, (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.sailing@gmail.com](mailto:marty.sailing@gmail.com)

Attention: Marty Houle, President of SSCA

Closing Date: March 31, 2020