



Employment Opportunity: Technical Director- Athletics Nova Scotia

Overview of Athletics Nova Scotia (ANS)

Athletics NS is a non-profit amateur sport governing body affiliated with Athletics Canada, and a member organization of Sport Nova Scotia. The purpose of the Association is to develop, coordinate and promote track & field, road running and cross country running in Nova Scotia as outlined in the constitution.

Nature and Scope

Reporting to the Executive Director, the Technical Director will take on the management role in 5 key areas: Coach Development, Technical Leadership, Athlete Development, Provincial Team Management and Competition Management. They will give operational and planning support to staff and volunteers to grow and strengthen the position and profile of Athletics Nova Scotia.

Key Areas of Responsibilities

The Technical Director will be responsible for the following outcomes:

Coach Development (25%)

- Coordinate, facilitate and plan coaching clinics in conjunction with Learning Facilitators and Instructors for the various clinic formats (Sport Coach, Club Coach, Performance Coach) in NS
- Pro-active development of all coaching clinics in areas of greatest need
- Manage the coach development plan and establish yearly operational plans to carry out the plan
- Ongoing support in Club and Coach Technical Assistance by making contact with coaches and clubs to determine what their requirements/limitations are to developing track and field within their clubs and furthering the development of the existing club by analyzing expansion within the club
- Assist clubs with coach recruitment, providing resources to develop new coaches
- Act as a liaison between Athletics Nova Scotia and Athletics Canada regarding new coaching program development and changes to existing programs

- Continue to support, grow and enhance the coach recognition program, ensuring ANS coaches time and support is managed, valued and enhanced
- Enhance coach communication with Athletics NS and peer coaches by utilizing tools to enhance engagement, communication and collaboration
- Lead coach professional development sessions through practical, classroom and virtual sessions
- Work with board-appointed Director of Coaching to develop and plan coach development initiatives and build strong untied group of coaches across the province
- Provide a semi-structured mentorship program for three (3) club coaches per year

Technical Leadership (30%)

- Assist in the implementation of Long Term Athlete Development in NS and assist with the development of policies, procedures and opportunities that encourage all stages participation
- Coordinate the hosting of professional development opportunities for coaches, athletes and clubs
- Educate clubs and other coaches on the resources that exist via the Canada Sport Centre Atlantic, Support4Sport, the Saint John Canada Games Foundation and other avenues - funding for clubs, equipment and athletes.
- Manage NSPPI planning and implementation in conjunction with High Performance Board of Director representatives
- Manage the Club Development Initiative to ensure clubs are supported for sustainability
- Work with existing groups involved in Athletics to enhance athlete, coach and administrator experience
- Provide technical advice and feedback on behalf of Athletics NS to Athletics Canada and other facility development projects where required
- Provide recommendations on minimum standards for safety, training and development

Athlete Development (20%)

- Initiate identification and communication with athletes who are competing at the district, regional and provincial school meets regarding opportunities within the sport
- Assist Event Group Technical Experts to communicate with top Tier athletes and their coaches and assist with identified areas of need
- Partner with CSCA to provide athlete support services
- Organize development opportunities such as mini camps and out of province training and competition opportunities
- Support and organize high performing competition opportunities

- Support coaches of high performing athletes – through the Event Group Coach Project
- Oversee the NS Performance Pathway Initiative

Provincial Team Management (15%)

- Manages all team items for all of Athletics NS Provincial teams including
 - Selection criteria
 - Selection standards
 - Team logistics
 - Coach selection
 - Support to coaching staff

Competition Management (10%)

- Work with clubs and coaches to help them organize mini camps and mini clinics based on the needs of the club
- Oversee Technological management (timing, results, heat and lane assignments) for provincial hosted meets (indoors, outdoors, and xc)
- Ensure all meets are hosted in an appropriate manner with appropriately qualified officials
- Ensure appropriate events and technical specifications are being adhered to
- Oversee all the technical aspects of Athletics Nova Scotia hosted meets – officials coordination, equipment, and meet director recruitment and assignment

Core Competencies

The Technical Director will demonstrate the following core competencies in their role:

Accountability

- Accept full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals

Flexibility

- Adapt to and work with a variety of situations, individuals and groups. Able to think on feet, and not being disconcerted or stopped by the unexpected

Planning and Organizing

- Establish a systematic course of action for self to ensure accomplishment of specific objectives. Sets priorities, goals, tracking systems and timetables to achieve maximum productivity

Problem Solving/Analytical Thinking

- Build a logical approach to address problems or opportunities or manage the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary

Relationship Building

- Develop, maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance and support

Qualifications

- Post-secondary (University or College) education in a related field preferred
- Competition Development Coach Training in Athletics
- Athletics Coaching Experience – Minimum 5 years
- Excellent communication and administrative skills
- Experience in working with volunteers and professionals
- Knowledge of the provincial, national, and international sport delivery systems
- Good interpersonal skills required to effectively interact with the Board, staff, volunteers, members and the community
- Ability to interpret policy into action
- Ability to analyze problems and opportunities within the Association and its technical environment
- Leadership and organizational skills
- Initiative and ability to work independently
- Computer literacy
- Written and verbal communication skills, presentation skills

This is a 35 hour per week position. Salary range is \$50,000 to \$58,000. This is a flexible work location position, based in Nova Scotia. Along with a competitive salary in the sport sector, the position offers 100% medical, RRSP contribution, generous vacation time, cell phone plan and professional development.

Athletics Nova Scotia is an equity-committed employer and encourages applications from all qualified applicants without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. We thank all applicants in advance; however, only those selected for

further consideration will be contacted. Please let us know of any accommodations needed to ensure you have access to a fair and equitable application process.

Please submit cover letter and resume to athletics@sportnovascotia.ca by November 30, 2021.