

KARATE NOVA SCOTIA

Job Description

Position: Technical Director

Part Time: Approximately 18.75 hours per week. Working hours may vary and include days, evenings, and weekends depending on season.

Contract Duration: Contract available until 2023 subject to annual review.

Working Conditions: Home office or dojo. Travel to other clubs or locations as required.

Annual Salary: \$22,500

Karate Nova Scotia Overview

Karate Nova Scotia (KNS) is the recognized Provincial Sport Organization (PSO) responsible for creating a framework where everyone from casual participants to international champions can develop in a safe and fair environment. KNS's member clubs/dojos adhere to standards set by KNS, Sport Nova Scotia, and Karate Canada.

Karate Nova Scotia committed to inclusivity, integrity, respect and the healthy development of its members. We strive to create environments where members can attain their best through high quality programs, events and activities.

Position Summary

The Technical Director (TD) is responsible for initiating, developing and implementing Karate Nova Scotia's technical programming including coaching, officiating and athlete development programs while providing leadership to clubs in implementing related initiatives; and help create the supporting structure and system to foster the growth of the sport of karate.

Key Responsibilities

Reporting to the President and Karate Nova Scotia Board, the TD's key responsibilities will include, but may not be limited to:

Technical/Club Development

- Responsible for ensuring the development, maintenance and enforcement of policies, procedures and standards for all technical programs achieved by working closely with appropriate stakeholders.
- Provide technical advice to clubs; standardize provincial Learn to Play program.
- Ensure successful Canada Games programming.

- Ensure solid Long-Term Athlete Development (LTAD) based programming that is offered province wide.
- Develop initiatives focused on increasing membership and servicing under-represented populations.
- Liaise and coordinate all camps and clinics sponsored and/or hosted by KNS with the various stakeholders.
- Work with High Performance Coach on a kata and kumite development program that will be introduced to all KNS dojos across the province, including coordination of at least two (one kata and one kumite) provincial clinics per year.
- Liaise and collaborate with the Head Official at least once annually to support recruitment and development of new officials.
- Review training facility risk assessment and control procedures are in place to protect the welfare of athletes, coaches and other participants.
- Liaise at least once annually with all KNS dojo instructors to provide training and recommendations on their respective programming.
- Assist dojo instructors with sport skills identification and provide information for pursuing these attributes.
- The Technical Director must identify a minimum of three (3) clubs for direct ongoing mentoring annually.
- Communicate with all KNS clubs at least bi-annually to assist and monitor clubs with growth and promotion.
- Participate in the evaluation of technical development programs annually.
- Complete and participate in professional development opportunities through Sport NS, Sport Center Atlantic, Sport Canada and similar organizations.
- Recruit new member clubs through promotion of KNS programs and services
- Be current with World Anti-Doping Association policies.

Coach Development

- Coordinate all aspects of National Coaches Certification Program (NCCP) courses and liaise with the NCCP course conductor(s) and Master Coach Developer(s).
- Liaise and collaborate with the High-Performance coach where required to support development programs and their delivery.
- The Technical Director must identify a minimum of three (3) coaches for direct ongoing mentoring annually.
- Participate in the recruitment and selection of coaches for the Provincial Team Program.
- Mandatory participation at the Atlantic Coaches Conference and share learnings.

General Administration

- Develop and maintain positive working relationships with Karate Nova Scotia clubs, coaches, officials, and other stakeholders.

- Ensure Karate Nova Scotia Officers and Board are updated and informed of karate development, excellence initiatives and activities through regular reporting.
- Ensure that Development Programs are operating within budget guidelines.
- Participate in funding applications that directly impact development Programs.
- Represent KNS in a positive and professional manner.
- Other Duties as required.

Requirements and Qualifications

- Minimum of NCCP Competition Introduction trained, or higher.
- Proven ability to provide effective leadership.
- Proven sport management and administrative experience and able to show program development, administration, and delivery.
- Show professional aptitude and decision-making ability.
- Must be able to build and maintain credibility with key stakeholders such as coaches and athletes across Nova Scotia.
- Must be highly self-motivated, proactive, and able to work well independently, as well as in a team.
- Must possess excellent management, problem solving, and relationship building skills.
- In-depth understanding of the Canadian Long-Term Athlete Development Model.
- Proficient in Microsoft office suite or equivalent.
- Must be legally eligible to work in Canada.

Additional Assets

- Bilingual in English and French
- University degree or additional education in the following areas; kinesiology, sports management, sports science, physical education, sport psychology or sports nutrition.