



## *Saskatchewan Athletics*

### **PROGRAM COORDINATOR**

Saskatchewan Athletics is a non-profit Provincial Sport Governing Body. Saskatchewan Athletics promotes the sport of Track and Field, Cross Country Running, Road Racing and Race Walk. The Program Coordinator has the overall responsibility for co-ordinating training programs for coaches, facilitating effective indoor and outdoor competitions for athletes at all levels and developing programs that promote excellence in the sport. This position reports to the Executive Director of Saskatchewan Athletics.

**The successful candidate will have the following qualifications.**

- Specific knowledge of track and field including an understanding of the sport's delivery system from the club and school systems to the National and International arena.
- Leadership and organizational skills
- Supervision experience would be an asset
- High energy and outstanding interpersonal skills
- Ability to work independently and to promote teamwork, collaboration and partnership
- Superior skills in listening, written and verbal communication
- Knowledge of grant writing and financial reporting
- Willingness to travel (Valid Driver's Licence)
- NCCP Coaching certification in Athletics (Track & Field)
- Achieve NCCP RJT Certification or be prepared to be trained.
- Relevant educational qualifications
- Computer skills (Word, Excel, Outlook, Google)
- Knowledge of Social media

This position offers a comprehensive benefit package with a salary range of \$35,000 to \$55,000. Interested applicants should submit a letter of application, a detailed resume and salary expectations by August 20, 2018 to:

Personnel Committee  
Saskatchewan Athletics  
2020 College Drive  
Saskatoon, SK. S7N 2W4  
Email: [edirector@saskathletics.ca](mailto:edirector@saskathletics.ca)

This competition will remain open until a suitable candidate is found. We thank all applicants for their interest; however, only those to be interviewed will be contacted.