



## ROWING CANADA AVIRON **JOB DESCRIPTION**

### **NextGen Program Coordinator**

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#### **1.0 DESCRIPTION**

- 1.1 ORGANIZATION:** Canadian Amateur Rowing Association  
(Rowing Canada Aviron)
- 1.2 TITLE:** NextGen Program Coordinator
- 1.3 JOB CATEGORY &  
NATURE OF POSITION:** Full time
- 1.4 IMMEDIATE  
SUPERVISOR:** Director of Coach and Athlete Pathways
- 1.5 ULTIMATE  
RESPONSIBILITY:** High Performance Director

#### **2.0 RESPONSIBILITIES AND DUTIES**

##### **2.1 GENERAL**

The NextGen Coordinator will provide coordination, administrative and relationship support to the Rowing Canada Aviron National NextGen initiative. The position plays a vital role in the coordination and administration of the NextGen program and requires the incumbent to be fully conversant in NextGen Strategies and Objectives.

The NextGen Program Coordinator will also work closely with the High Performance Coordinator in the development of event specific plans for National Team events and camps.

The NextGen Program Coordinator will report to the Director of Coach and Athlete Pathways. The position requires approximately 5 days per week, however, work hours are defined by the requirements of the position. The position requires travel as required to support the program.

## **2.2 SPECIFIC**

### **A. National Team Support**

- Provide primary coordination and logistic support for all National Team activities associated with the NextGen strategy including camps and events such as Junior Worlds, U23 Worlds and Integration camps.
- Assist the High Performance Operations Manager and High Performance Coordinator in the coordination, including sizing, and composition of National Team outfitting for the NextGen related activities and events.
- Assist with the planning and management of the NextGen budget to ensure that all activities are kept within budget requirements
- Provide camp/event support/management as required including international event support/management (may require travel time abroad)
- Provide coordination support for all NextGen equipment including ordering, repair, transportation and storage

### **B. NextGen Programming**

- Assist in the maintenance of athlete performance data with RCA's Athlete Tracker Database
- Maintain a national calendar of initiative and opportunities within the NextGen/High Performance Athlete Pathway stream.
- Maintain record of testing, training and racing equipment required in the delivery of the NextGen Program.
- Ensure that Monitoring Camps have sufficient administrative and planning support.
- Maintain a record of Talent ID/Athlete recruitment initiatives, including key metrics.
- Provide maintenance of KPI standards and reports as detailed within partnership agreements.
- Contribute to the development of a communication strategy within the NextGen/High Performance Athlete Pathway stream, ensuring that information is communicated in an appropriate and timely manner.

### **C. Athlete/Coach Support**

- Research and share information about community services (housing; sponsorship opportunities; potential employment resources) with athletes.
- Provide camp/event support as required including international event support (may require significant travel time abroad).
- Assist yearly in the compilation, updating and production of the RCA Athlete Manual with a view of ensuring content for developing athletes is captured.
- Liaise with administrators of various athlete support programs such as Athletes CAN, Canadian Olympic Committee, Canadian Athlete Insurance Plan, etc... to ensure accurate information is communicated to athletes and the respective programs.
- Coordinate other Athlete support initiatives as assigned.

### **D. Administrative and Communication Duties**

- Provide General administrative assistance to NextGen RCA staff.
- Organize and arrange Management meetings relevant to any relevant partnerships including distributing agendas, minutes and action items.
- Maintain and track partnership agreement documents to ensure they are current and accurate.
- Be the primary administrator for any Athlete support programs applicable to athletes in the High Performance pathway.
- Communication assistance when concerning National Team athletes training at the centre including collection and inputting of bio information.
- Help coordinate information for athletes from sources such as the Canadian Sport Institutes.
- Provide administrative support to the Director of Coach and Athlete Pathways through the preparation of documents, appointment bookings, meeting support, travel bookings, as directed.
- Liaise and work closely with the High Performance Operations Manager and the High Performance Coordinator.
- Other duties as assigned

### **3. DEGREES OF SUPERVISION**

The NextGen Program Coordinator shall report to the Director of Coach and Athlete Pathways.

### **4. POWER OF DECISION**

The NextGen Program Coordinator shall participate in meetings specific to the job requirements and will be responsible to make recommendations where necessary. The individual will have sufficient authority to act in the daily management of program areas in accordance with the policies, programs and budget. Beyond these limits, the individual is required to have decisions approved by the Director of Coach and Athlete Pathways.

### **5. KEY PERFORMANCE INDICATORS**

- Inventory Management of NextGen equipment and Supplies through use of Asset Panda and other means
- Administrative effectiveness of NextGen Athlete programs administered through the NextGen Hubs and U23 national team program.
- Administrative effectiveness of Athlete Intake at NextGen Hubs including preparation and updating of the RCA Athlete Handbook
- Administration and monitoring of the NextGen Hub operations budget
- Administrative effectiveness of NextGen Camps and international events including financial management/budget

6. **POSITION REQUIREMENTS**

- Sport administration and rowing background is required.
- Excellent organizational skills
- Experience managing program and project budgets
- Strong understanding of Microsoft Office software and proficiency in using the Internet for research
- Experience booking travel for groups
- The job has a physical labour component.
- Excellent interpersonal and communication skills
- Team Player
- Valid driver's license required. Powerboat license would be an asset.
- Must be able to work in a self-directed manner. Must be flexible about hours/weekend work and travel is expected.