



## JOB DESCRIPTION

### Next Generation Athlete Recruitment Coordinator

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#### 1.0 DESCRIPTION

- 1.1 **ORGANIZATION:** Canadian Amateur Rowing Association (Rowing Canada Aviron)
- 1.2 **TITLE:** NextGen Recruitment Coordinator
- 1.3 **JOB CATEGORY & NATURE OF POSITION:** Full Time Professional (Employee)
- 1.4 **IMMEDIATE SUPERVISOR:** NextGen Program Lead

#### 2.0 RESPONSIBILITIES AND DUTIES

##### 2.1 GENERAL

Under the direction of Rowing Canada Aviron's (RCA) Next Generation (NextGen) Program Lead, the NextGen Recruitment Coordinator is a key member of Rowing Canada's NextGen Program. The NextGen Recruitment Coordinator is responsible for identifying athletes with the potential to excel in the sport of Rowing while promoting the sport as a whole. This role is a critical position supporting and promoting the growth of the sport with the goal of improving the long term and ongoing performance of Canada's national rowing team at World Championships and Olympic/Paralympic Games.

The NextGen Recruitment Coordinator will work in close consultation with the NextGen Program Lead, the Director of Partnership and Sport Development, and other designated staff. The NextGen Recruitment Coordinator will work closely with NextGen coaches, RCA administrative staff and expert individuals from external agencies to confirming the best locations for athlete growth and development (i.e. club, university &/or provincial performance centres) in an effort to building a team approach to executing RCA's goal of winning gold medals at World Championships and Olympic/Paralympic Games.

The NextGen Recruitment Coordinator will be responsible for identifying new athletes for the sport of rowing. Recruitment includes athletes eligible for all Olympic and Paralympic boat classes as well as new international initiatives (e.g. Coastal and Beach Sprints). This role includes the tracking of athletes brought into the sport and monitoring the

effectiveness of engagement initiatives delivered. The NextGen Recruitment Coordinator will work with RCA's NextGen Coach – Athlete Development and NextGen Coaching team to stream athletes into suitable programs, while building relationships with clubs and organizations that support recruitment initiatives.

The NextGen Recruitment Coordinator shall comply with all RCA codes of conduct that relate to their activities.

## **2.2 SPECIFIC**

### **A. Targeted Recruitment**

- Using RCA's Talent Identification (TID) testing protocols and standards, build and deliver ongoing repeatable recruitment strategies.
- Create innovative strategies to engage external sport organizations, community programs, and others in talent transfer initiatives.
- Identify regions across the country where targeted recruitment can significantly impact RCA national programming.
- Develop and deliver a strategy to recruit individuals that reflect Canada's diverse population.
- Establish key external partnerships to support talent transfer to and from the sport of rowing.
- Engaging with existing membership to support the streaming of identified athletes.

### **B. Administration**

- Tracking numerous levels of data, including event engagement and individual performance results.
- Managing budgets and expenses to achieve deliverables.
- Prepare, on request of the NextGen Program Lead: work plans, reports and other documents as required.

## **3.0 DEGREES OF SUPERVISION**

The NextGen Recruitment Coordinator is accountable to the NextGen Program Lead for successfully carrying out the responsibilities and duties listed above, and will consult regularly with the NextGen Program Lead in program delivery and activities. They will collaborate with and be evaluated by their RCA peers and are expected to provide constructive feedback to colleagues within the NextGen Program. Final evaluation will be conducted by the NextGen Program Lead.

## **4.0 POWER OF DECISION**

The NextGen Recruitment 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 NextGen Program Lead or other designated RCA staff.

## 5.0 KEY PERFORMANCE INDICATORS

- Number of recruitment events run and attended.
- Number of athletes tested using RCA's TID testing protocols.
- Number of athletes from RCA recruitment initiatives transitioned and successfully engaging in club and regional programs.
- Quality of club partnerships developed through TID initiatives.