



**ROWING CANADA AVIRON  
JOB DESCRIPTION  
PARA ROWING PATHWAY COORDINATOR**

<b>1.0 DESCRIPTION</b>	Para Rowing Pathway Coordinator
<b>1.1 ORGANIZATION</b>	Canadian Amateur Rowing Association
<b>1.2 TITLE:</b>	Para Rowing Pathway Coordinator
<b>1.3 JOB CATEGORY:</b>	Part time (approximately 0.5 FTE)
<b>1.4 IMMEDIATE SUPERVISOR:</b>	High Performance Director

**2.0 RESPONSIBILITIES AND DUTIES**

**2.1 GENERAL**

One of Rowing Canada's goals is to improve the accessibility and inclusivity of rowing in Canada for athletes with disabilities, create the conditions for grassroots growth of para-rowing, and establish a sustainable para-athlete development pathway for high performance para-rowing.

It is expected that the Para Pathway Coordinator will work with the Para Rowing Head Coach and the High-Performance Director to achieve the following objectives:

1. Facilitate the conditions for the growth of para-rowing programs in our Clubs and Universities.
2. Establish a sustainable para-athlete development pathway for high performance para-rowing that optimizes partnerships with Provinces, Clubs and other Para Sport organizations.
3. Build a national competition and event strategy for para rowing.
4. Develop networks to optimize opportunities for Talent ID and Transfer.
5. Provide Technical guidance to coaches and athletes engaged in Para Rowing performance programs.

The individual will be expected to travel, as required, to fulfil the duties of the role. The yearly workplan detail will be developed in consultation with the High Performance Director.

The Para Rowing Pathway Coordinator shall comply with any and all RCA codes of conduct that relate to his/her activities.

## **2.2 SPECIFIC**

- A. Create a pathway strategy for HP Para Rowing in Canada that includes:
  - 1. Athlete recruitment
  - 2. Classification process
  - 3. Building a cohort of coaches and supporters with Technical and mechanical expertise
  
- B. Create the conditions for the growth of grassroots para-rowing programs in our Clubs and Universities.
  - 1. Contribute to strategies for para rowing engagement at the community level that are inclusive and best practices in para sport.
  - 2. Develop a strategy for inclusive competitions and events for Para Athletes.
  - 3. Provide leadership in the para rowing community, and a forum for sharing best practices and opportunities amongst coaches and athletes.
  - 4. Provide guidance and advice to any grant-based funding opportunities within the Para community.
  
- C. Establish a sustainable para-athlete development pathway for high performance para-rowing.
  - 1. Design, implement & manage a Nationwide Para-Talent Recruitment Campaign in alignment with the overarching vision of the High Performance program.
  - 2. Educate partners and stakeholders of the Paralympic stream events and eligible disability classifications.
  - 3. Provide a point of contact for potential Para-Rowing athletes and coaches working with developing athletes
  - 4. With the Para Rowing Head Coach, organize and manage Training Camps, Seminars, Workshops, and appropriate development events for identified Para Athletes and coaches in alignment with the overarching High Performance plan.
  - 5. Maintain lists of athletes that are part of recruitment initiatives and facilitate transfer into the Para Rowing Pathway.

6. Create linkages to and between the Canadian Paralympic Committee with regard to system development, Talent Identification and Talent Transfer initiatives.

#### D. Classification

1. Liaise with World Rowing, Canadian Paralympic Committee and RCA's national classifiers to ensure athletes are appropriately classified and documented.
2. Build opportunity to access classification and continue to inform the rowing community of the different classification categories.
3. Maintain the registry and appropriate records of Para Athletes and their classification status.
4. Build and maintain a network of classifiers nationally.

### 3. Recommended Skills

- Demonstrated expertise in para sport and high performance sport systems.
- Strong strategic, systems level, and pathway development thinking.
- Proven experience in athlete recruitment, talent identification, and talent transfer initiatives.
- Experience delivering, managing, and evaluating national level sport programs.
- Ability to build and maintain effective working relationships with national, provincial, club, and partner organizations.
- Knowledge of Para Rowing and/or Paralympic sport environments, including classification systems and eligibility.
- Experience supporting coach education, technical development, and performance program delivery.
- Strong project management skills, including planning, implementation, and reporting.
- Effective written and verbal communication skills, with the ability to engage diverse stakeholders.
- Demonstrated ability to work independently in a part-time, decentralized role requiring travel.
- Familiarity with Sport Canada, Own the Podium, and/or high performance funding and accountability frameworks is considered an asset.

### 4. Degrees of Supervision

The Para Rowing Pathway Coordinator position will oversee and lead the development and implementation of the RCA para-rowing pathway. They shall be accountable to and evaluated by the High Performance Director.

## **5. Power of Decision**

The Para Rowing Pathway Coordinator will have sufficient authority to lead and manage the identified program areas in accordance with the policies and budgets that have been approved. Outside of this would require the approval of the High Performance Director.

## **6. Key Performance Indicators**

*(The following KPIs are proposed indicators that will be quantified annually in conjunction with and in agreement with the successful candidate)*

1. The success of Para-Rowing athletes in domestic and international competition, as indicated by a development trend that shows improvement over the identified time frame.
2. The number of Para-Rowing athletes engaged in the HP Pathway.
3. Increased Para-Rowing participation in the National, Regional and Selection events, and the Athlete Monitoring program. Regional, national and selection events.
4. Participation in coaching education development initiatives and an increase in the number of coaches engaged with para rowing, from learn to row to high performance.
5. Maintenance of detailed potential and identified athlete lists and their performance metrics.
6. Increase in identified Para-Rowing athletes meeting RCA performance standards.

**This position is subject to available funding.** Financial support for this position is provided by Sport Canada and Own the Podium.