



# Lead for Coaching Education

## About Sport NB

Located in Fredericton, [Sport New Brunswick](#) (Sport NB) is a non-profit agency dedicated to the development and promotion of amateur sport in New Brunswick. It serves over 70 provincial sport organizations and other groups. The agency is currently undergoing a transformation in response to the [Envisioning Sport Project](#) (2022), which describes the tremendous potential for the province to establish itself as a leader in the modernization and enhancement of the sport sector. Desired improvements include, but are not limited to: increased leadership, alignment and collaboration; increased investment in sport; and increased focus on participation among equity-owed populations.

## The Opportunity

Reporting to the Director of Coaching, Leadership and Culture, the Lead for Coaching Education is responsible for scheduling, leading, and supporting coach education programs. This person will focus on providing resources and administering the delivery of multi-sport modules of the National Coaching Certification Program (NCCP) in New Brunswick. Other duties include, but are not limited to: working with the NCCP Multi-Sport Coach Developers, staff at the Coaching Association of Canada (CAC), national sport bodies, provincial and local sport organizations, and educational institutions; working with the Locker (Coaches national database) to complete pre/post course work, create reports, and track trends; administering and overseeing coach education related to Canada Games, and; overseeing and/or supporting conferences, webinars, and other professional development opportunities. Job is full-time for 24 months with expectation of funding renewal. Minimum of two days per week in office; some evenings and weekends; travel as needed.

## The Ideal Candidate

The ideal candidate for this position must have a thorough understanding of coaching principles, pedagogy, and best practices in athlete development. They should have knowledge of coaching certification pathways and requirements set forth by national and provincial coaching governing bodies. Excellent leadership skills, verbal and written communication skills, decision-making skills, relationship-building skills, and budgeting skills are all necessary to contribute to Sport NB's overall success.

## Qualifications

- Post-secondary degree or diploma in sport and/or recreation, business administration, or other related field.
- Certification as a coach educator or equivalent qualification from a recognized coaching governing body, such as the National Coaching Certification Program (NCCP) or equivalent.
- Ability to communicate functionally in French and English.
- Evidence of previous experience in leadership or management roles.
- Proficiency in software and applications such as Outlook, MS Office, Canva, and the Locker
- Access to reliable transportation

## Assets

- Previous experience working in a non-profit setting
- Previous volunteer and/or work experience in the sport community

**Salary Range:** \$52,000 - \$65,000 CAD

**To apply for this opportunity**, please submit a resume and cover letter to [manon.ouellette@sportnb.com](mailto:manon.ouellette@sportnb.com). Accepting applications until October 28<sup>th</sup> or until the position is filled.