

Sport Development Coordinator - Job description

GENERAL RESPONSABILITIES

Reporting to the Sport Development Director (SDD), and ultimately to the CEO/High Performance Director the **Sport Development Coordinator (SDC)** role is to provide support and expertise to the SDD and Judo Canada's Sport Development stream.

Working Environment

The SDC works with the SDD and COO. In addition, he/she will liaise with:

- Committee chairs
- PTSO Sport Directors
- National tournament directors

SPECIFIC RESPONSIBILITIES

Participation Development (40%)

- Support the maintenance of the Long-Term Athlete Development model and the associated pathway
- Assist in the creation of school programming resources
- Assist in the creation of jujitsu programming resources and pathway
- Assist in the creation of military and peace officer programming resources
- Collaborate in the development of club resources
- Coordinate "Sport for life" activities (kata and Veterans)

Events (30%)

- Assist the SDD in assuring that national standards are respected
- Assist the local committee in respecting national standards
- Assist the SDD perform the role of tournament commissioner
- Assist in updating Shiai tournament management system

Coaches Development (25%)

- Assist the management of CAC database
- Support the maintenance NCCP content
- Assist in the creation of NCCP resources
- Support and coordinate the delivery of NCCP events/clinics

Officials Development (15%)

- Assist in the creation of official resources
- Support the delivery of official events/clinics

PERFORMANCE APPRAISAL

The **SDD and COO** will perform the annual appraisal as per the Employer's Workplace and HR Policy.