



CALGARY SPEED
SKATING
ASSOCIATION

Calgary Speed Skating Association (CSSA)

c/o Olympic Oval, 2500 University Drive NW, Calgary, AB, T2N 1N4

Position Title: Assistant Technical Director
Employment Status: Term part-time (average of up to 20 hours a week) from May 2021 to March 31, 2022
Location: Calgary
Salary: Commensurate with experience and qualifications, up to \$25/hour
Closing Date: Friday April 30, 2021

The Calgary Speed Skating Association (CSSA) is currently recruiting a term, part-time Assistant Technical Director. This position reports to the Technical Director. The CSSA is one of Canada's largest speed skating clubs with over 250 members and trains at the Olympic Oval, the fastest ice in the world. It offers speed skating programs on a year-round basis with programs from age 6 and up to adults. Be part of the development of the next generation of Olympians and motivate athletes to be active for life.

Responsibilities:

- Work closely with the current Technical Director and support her with administrative and other duties, including:
 - Assisting with the hiring of coaches, including doing interviews, getting contracts signed by hired coaches, assigning coaches to groups, reviewing goals and performance objectives for each coach
 - Assisting with messaging and take lead communicating to coaching staff
 - Organizing meetings with coaching staff and parents
 - Leading coaching staff in the absence of the Technical Director
 - Assisting with practice plan improvements that are technically grounded but involve creative and fun activities for skaters. Following-up with coaches to ensure program plans are done regularly and sent to Technical Director
 - Assisting with coach assignments at competitions
 - Coordinating travel to competitions and booking rooms for coaching staff
 - Leading organization of mini-meets, including securing equipment, volunteers and officials, organizing skating groups, preparing starting lists and posting results
 - Assisting with on-ice scheduling with the Oval and all other off-ice club activities
 - Coordinating the Cutting Edge pin program and other reward programs for skaters
- Shadowing the Technical Director on-ice, during practices and at competitions, and observing the interactions with skaters and coaches
- Attending all club hosted skating competitions and other key competitions
- Other duties, as required.

Qualifications:

- Minimum of Intro to Competition coaching certification for speed skating completed and must be working on Competition Development
- Minimum of five years of speed skating club coaching experience
- Strong organizational, administrative and computer skills
- Experience coaching at competitions, including local, regional, provincial & national level
- Knowledge of both Long-Track & Short-Track speed skating
- Basic knowledge of equipment maintenance
- Experience making travel arrangements for competitions
- Passionate enthusiasm for the sport of speed skating
- Affinity for working with kids and families in a competitive environment
- Excellent verbal and written communications skills
- Strong customer service and interpersonal skills
- Proven ability and experience in the above noted responsibilities.

Please submit your resume to president@calgaryspeedskating.ca by April 30, 2021.