



## *Saskatchewan Athletics*

### **PROGRAM COORDINATOR**

Saskatchewan Athletics is a non-profit Provincial Sport Governing Body. Saskatchewan Athletics promotes the sport of Track and Field, Cross Country Running, Road Racing and Race Walk. The Program Coordinator has the overall responsibility for co-ordinating training programs for coaches, facilitating effective indoor and outdoor competitions for athletes at all levels and developing programs that promote excellence in the sport. This position reports to the Executive Director of Sask Athletics.

#### **The successful candidate will have the following qualifications.**

- Specific knowledge of track and field including an understanding of the sport's delivery system from the club and school systems to the National and International arena.
- Leadership and organizational skills
- Some supervision experience needed
- High energy and outstanding interpersonal skills
- Ability to promote teamwork, collaboration and partnership
- Superior skills in listening, written and verbal communication
- Knowledge of grant writing and financial reporting
- Willingness to travel
- NCCP Coaching certification in Athletics (Track & Field)
- Achieve NCCP RJT Certification or be prepared to be trained.
- Relevant educational qualifications
- Computer skills

This position offers a competitive salary and comprehensive benefit package. Interested applicants should submit a letter of application, a detailed resume and salary expectations by September 8, 2016 to:

Personnel Committee  
Saskatchewan Athletics  
2020 College Drive  
Saskatoon, SK. S7N 2W4  
Email: [athletics@sasktel.net](mailto:athletics@sasktel.net)

This competition will remain open until a suitable candidate is found. We thank all applicants for their interest; however, only those to be interviewed will be contacted.