

Athletics Coordinator

\$19/h

15 weeks

35 hours/week

Start May 13, 2024

End Aug 26, 2024

Closing date: May 3, 2024

Summary of the role: Working with the Executive Director and Youth Cycling Development Coach, the Athletics Coordinator will play a leading role in the organization of competitive cycling events on PEI, as well as supporting Cycling PEI's Youth High Performance (HP) Program.

Training and education will be provided to help the Athletics Coordinator fulfill their role. This role is particularly suited to those with an interest in pursuing a career in sports.

This position is for 35 hours/week, for 15 weeks, and requires the ability to work flexible hours including evenings and weekends when activities are taking place.

Location of work: This position will require the employee to be on-site at events and activities. At other times, the employee has the option of performing most work from home and/or at the Cycling PEI office located at 40 Enman Crescent, Charlottetown.

The Athletics Coordinator may be asked to accompany the HP coaches and athletes to off-Island races and/or training camps (with travel and accommodation costs covered by Cycling PEI).

Tasks and responsibilities include:

- Coordinating preparations for CPEI-organized cycling races including event promotion, volunteer coordination, handling inquiries, managing event registrations, and planning event logistics;
- Leading race set-up, management and follow-up activities;
- Working with the Coach, organizing an orientation session for Youth HP Program athletes at the beginning of the season;
- Managing travel logistics for off-Island races and camps to be attended by HP Program athletes, including transportation arrangements and accommodation, to ensure a seamless and positive experience for athletes;
- Attending and supporting HP Program training sessions as required;
- Assisting with the organization of athlete evaluation sessions (eg. time trials, short track races);

- Supporting the Coach in the use of race results, performance data, and other information to measure athlete performance, and facilitating athlete debriefs where required;
- Working with the Coach to ensure good communication with athletes and parents regarding program requirements, sessions, races and travel;
- Helping ensure that athletes, volunteers, and parents commit to the culture and goals of the High-Performance program, SafeSport, and TrueSport principles;
- Supporting other Cycling PEI initiatives as required.

Role requirements:

- Possession of a valid driver's license and reliable access to a vehicle to get to race and activity locations (mileage is reimbursed)
- 18-29 years old and enrolled in school full-time in the current school year, with the intention to return to school full-time in the fall
- Reliable, well-organized and with good time management skills
- An ability to work independently
- Good written and verbal communication skills
- Ability to work collaboratively with athletes, coaches and parents
- Facility with computer-based technologies (eg. Google Docs, email, online registration and race timing systems, etc)

The successful candidate will be required to undergo Cycling PEI's SafeSport screening policy, including obtaining a Vulnerable Sector Check.

The following will be considered as assets:

- Prior experience with competitive sport
- Education in a sports & recreation-related field
- Prior experience with project or event management, volunteer coordination or similar organizing roles

To apply, please email a resume and cover letter to Jordan Bober at info@cyclingpei.org.