

INTEGRATED SUPPORT TEAM PLANNER

BACKGROUND

The Canadian Olympic and Paralympic Sport Institute Network (COPSIN) is focused on elevating athletes along their high-performance pathway through leadership, education, research and delivery of performance, health and wellness solutions.

COPSIN is a key contributor to Canada becoming a world leader in high-performance sport at the Olympic and Paralympic Games. One of the core ways we work to accomplish this is by promoting and actively advocating for the collaborative and collective work of coaches, Integrated Support Team members, athletes and national level organizations and/or programs like Own the Podium, Canadian Olympic Committee (COC), Canadian Paralympic Committee (CPC), Canadian Olympic Foundation and Game Plan.

POSITION SUMMARY

With the above in mind, the Canadian Sport Centre Saskatchewan (CSCS) and Sports Medicine & Science Council of Saskatchewan (SMSCS) are looking to contract an individual who will be responsible for contributing to the development, coordination and administration of Integrated Support Team plans for Provincial Sport Organizations (PSO) who receive enhanced funding within the performance services area (sport science and medicine discipline areas). This work will be executed in collaboration with the CSCS, the SMSCS and designated PSO's. The Integrated Support Team planner, Performance Services, contractor will:

- Work closely with the SMSCS Manager, Sport Science Programming Services and other staff within the CSCS, SMSCS, as well as others who provide key operational contributions.
- Oversee service provision relationships with targeted PSO's and National Sport Organizations (NSO), when applicable, to ensure that sports utilize identified best-practices regarding sport science and medicine services to enhance the daily training and competition environment.
- Support and contribute to the development of initiatives or identify existing programs that further support the work in this area.

GENERAL RESPONSIBILITIES

- Support the SMSCS Manager, Sport Science Programming Services, other staff within the CSCS, SMSCS and designated PSO staff in the administrative and financial processes for all activities of the Performance Services area in accordance with the operations procedures and guidelines decided upon at the time of signing contractual agreement.
- Support the Manager, Sport Science Programming Services and other staff within the CSCS and the SMSCS in the day-to-day logistical requirements including but not limited to organizing and managing the Integrated Support Team planning process.

- Support the Manager, Sport Science Programming Services and other staff within the CSCS and the SMSCS as the main point of contact for the distribution of Integrated Support Team plan related communications to PSO staff, delivery partners and training group participants as needed.
- Distribute, collect and archive documentation in accordance with SMSCS and Sask Sport policies and procedures.
- Attend all monthly CSCS staff meetings (approx. one hour).
- Anticipate an average weekly commitment of 15 hours.

SPECIFIC RESPONSIBILITIES

- Meet with 'targeted' PSO's to discuss the planning of a holistic service plan.
- Develop a Memorandum of Understanding for each PSO once Service Plan has been developed.
- Communicate specific service requests to the SMSCS.
- Bring entire Integrated Support Team together for PSO specific meetings every 4-6 months.
- Revisit PSO plans every two months to ensure Service Plan is being followed.
- Send service data to each PSO every two months to provide an update as to amount spent.
- Responsible for the entry of information and maintenance of any/all databases as it pertains to this role and information.

QUALIFICATIONS AND SKILLS

A combination of the following will be considered:

- Degree in related field (Ex. Sport Management, a Sport Science Discipline or Business).
- Coaching Association of Canada (CAC) National Coaching Certification Program (NCCP) - Advanced Coaching Diploma or Completed CAC-NCCP Coaching Certification Program - Competition Stream, would be an asset.
- 3+ years' experience working in a high-performance sport environment; managerial experience an asset, preferably with NSOs/PSOs in an administrative role.
- 3+ years' experience in high-performance team/athlete planning, specifically in science and sport medicine or equivalent, would be an asset.
- Strong understanding of the Canadian sport system, sport performance services and the high-performance sport, daily training environment.

Please note: Applications from professionals who currently work with a Canadian Sport Centre Saskatchewan Campus will not be considered.

SKILLS

- Demonstrated experience in strategic relationship and partnership building.
- Superior organizational, time management and administrative skills.
- Ability to work in a fast-paced environment with a high degree of independence, initiative and problem-solving skills.
- Strong brand management, operational and programing skills are required.
- Sound professional judgment, initiative and the ability to work well under pressure.
- Self-motivated with the ability to execute and manage multiple tasks within a specified time frame.
- A can-do attitude and ability to comfortably work in a very hands-on, multi-faceted role.
- Ability to work and meet through virtual meeting platforms (Ex. Zoom, Teams, Google Meet, etc.).
- Ability to create and work with Excel Spreadsheet.

Qualified applicants should send a resume and a cover letter outlining their experience and how it will assist them in this position to Kia Schollar (kschollar@sasksport.ca) by July 30. Only those selected for an interview will be contacted.