



## **Gymnastics Nova Scotia** **Coach Development Director**

### **General Description**

The Coach Development Director is responsible for the gymnastics coach education programs in all regions of Nova Scotia. The Coach Development Director works a 17.5 hour week in the following areas:

1. NCCP Coach Education
2. Non-NCCP Coach Education
3. Coach screening and safe sport requirements
4. Administration & Communication

### **Organizational Structures**

The Coach Development Director reports to the Executive Committee and Executive Director.

### **Liaison**

The Coach Development Director liaises externally with:

- Sport Nova Scotia
- Gymnastics Canada
- Provincial Coach Education leads in gymnastics
- Coaching Association of Canada
- Canadian Sport Institute Atlantic
- Nova Scotia Department of Communities, Culture, Tourism and Heritage
- Gymnastics Nova Scotia Member Clubs

The GNS Coach Development Director and the GNS Program Director are expected to communicate with each other in order to maximize the efficiency of resources.

### **Power of Decision Making**

The Coach Development Director has authority to take the measures necessary in the daily management of Gymnastics Nova Scotia approved plans, policies, and programs.

For actions required beyond these limits, the Coach Development Director is required to have decisions approved through the President and/or Executive Committee.

### **Specific Responsibilities**

1. Coach Development
  - Manage the National Coaching Certification Program (NCCP) [eg Set up of all courses, follow up with Locker entries, maintain the provincial database, etc.]

- Current NCCP LF or willing to become trained as an LF so that he/she/they can deliver NCCP courses - course delivery can be outside of Coach Development Director position and paid honorarium as other LF's.
- Provide professional development opportunities for coaches within the province
- Act as a technical and developmental advisor to member clubs
- Plan and coordinate the annual GNS Symposium/Congress
- Act as a direct mentor to at least 3 club coaches each year (smaller and/or newer clubs)

## **2. Administration & Communication**

- Work with clubs to ensure they are monitoring Safe sport requirements that are required at a provincial level
- Provide written reports to all Executive Committee, Board of Director meetings and Annual General Meeting
- Coordinate the distribution of information relating to coaching programs and services to all coaches and member clubs
- Ensure areas of the website relating to coaching education are current and accurate
- To seek out funding opportunities in coaching that may benefit Gymnastics Nova Scotia and its member clubs by having regular meetings with regional coordinators/Sport NS staff
- Maintain sections of Uplifter that pertain to coaching in conjunction with the Executive Director

The Coach Development Director must fulfill the following requirements of their employment in relation to the TLEP funding program through Support4Sport. These include:

- Quarterly meetings with the Participation Lead(s)
- Annual submission of a workplan to the TLEP Manager
- Regular participation in TLEP facilitated professional development opportunities
- Attendance at the Atlantic Coaching Conference
- Identification and mentorship of 3 club coaches for direct, ongoing, annual mentorship.
  - o Access to mentor training will be provided by TLEP Manager.
  - o Effectively service your member organizations.