



STAC
P.O. Box 21008
Saskatoon, SK
S7H 5N9

Saskatchewan Triathlon Association Corporation

Coordinator - Job Description

Responsible to the Board of Directors, the Coordinator is responsible for administration of affairs of the Saskatchewan Triathlon Association (STAC). The duties of the Coordinator include the following items:

1. Provide administrative support to the Board of Directors.

- a) Attend all meetings of the Executive, Board and Committees (as required).
- b) Organize board meetings and the Annual General Meeting.
- c) Handle information requests that come to STAC by telephone, mail-outs and emails.
- d) Manage and prepare the Association's routine correspondence and communication with stakeholders (ie. Saksport, Triathlon Canada) .
- e) Organize and manage STAC records and files, for example meeting minutes, proposals, and event information.
- f) Assist in annual reporting including insurance coverage, sport profile, follow-up report, and not-for-profit submission.
- g) Seek additional funding opportunities and assist in drafting proposals as required.
- h) Communicate and direct communication appropriately regarding information that applies to STAC members, for example major regional and national multi-sport games, training opportunities, other events and funding opportunities.
- i) Maintain and update a current Policy and Procedures Manual and bylaws for STAC.
- j) Liaise with STAC webmaster.
- k) Provide logistical support for clinics offered by STAC, for example coaching, officials, and major regional and national multi-sport games.
- l) Represent STAC at provincial and national meetings and learning events.
- m) Assist in recruiting and developing volunteers.

2. Maintain STAC membership and association records

- a) Maintain the membership databases (full and race day members).
- b) Provide membership information and payment to Triathlon Canada.
- c) Handle membership fees in cooperation with the Treasurer.
- d) Issue membership cards to STAC members upon their renewal annually.

3. Serve as a liaison/contact person for provincial clubs and race directors

- a) Facilitate annual club affiliation submissions.
- b) Assist with event sanctioning and follow-up.
- c) Handle STAC trailer and equipment requests.

- d) Prepare and finalize the race calendar.
- e) Provide and/or arrange on-site race support.

4. Assist with high performance

- a) Compile results from provincial selection races.
- b) Communicate team selection criteria and results.
- c) Make necessary arrangements regarding travel, uniforms, etc.

Accountability:

The Saskatchewan Triathlon Association corp. (STAC) is governed by a volunteer Board of Directors which meets 4 to 6 times annually. The Coordinator is accountable to and reports directly to the President. The duties currently listed serve as a guideline upon which to measure the job performance of the Coordinator position.

Terms of Reference:

Hours of work (average 10 hours/week) are flexible and workload is expected to be variable according to seasonal demands of the sport of triathlon. The Coordinator will submit their work hours to the STAC President for reimbursement on a monthly basis over the course of 12 months.

Job duties are negotiable and may evolve.

Salary range: \$15-25/hour, commensurate with experience.

Requirements:

Applicants with the following credentials or experience will be considered for the position:

- knowledge of working with boards, committees, and volunteers
- competent in computer skills, including word processing and data entry (i.e. Microsoft Excel)
- previous experience in administrative skills
- strong interpersonal and communication skills
- an interest in developing the sport of triathlon and building the sport participation base
- valid driver's license and willingness to travel

Desired:

- experience in or involvement with not for profit organization
- knowledge of the sport of triathlon
- bookkeeping skills

Submit applications by e-mail to jobs@triathlonsaskatchewan.org

or by mail to:

STAC
P.O. Box 21008
Saskatoon SK S7H 5N9

Thank you for your interest. Only those being interviewed will be contacted.