

## **Cross Country BC Program Coordinator Job Description**

1. **Position Title.** Program Coordinator
2. **Reporting Structure.** The Program Coordinator reports and will be accountable to the Cross Country BC (CCBC) Executive Director.
3. **General Scope of Responsibilities.** The principle responsibility of CCBC office personnel is to manage centralized program and administrative duties for the Association. In general terms, the Program Coordinator is responsible for:
  - ✓ administrative support for CCBC's Coaching and Officials Development Programs;
  - ✓ performing other duties and undertaking other tasks and projects that may be assigned by their supervisor;
  - ✓ maintaining the knowledge and skills required to effectively discharge general responsibilities and assignments;
  - ✓ communicating effectively with their supervisor to ensure they are aware of all projects and tasks assigned to or undertaken by the Program Coordinator; and
  - ✓ keeping apprised of CCBC policies and procedures and complying with the same at all times.

#### 4. **Specific Responsibilities.**

Responsibilities include, but are not limited to the following:

##### **General Administrative Duties**

- ✓ receiving/screening phone calls (shared responsibility)
- ✓ filing and record keeping for areas that are the responsibility of this position,
- ✓ typing, copying and distribution of correspondence/information that is the responsibility of this position
- ✓ financial management of specific projects/duties within areas of responsibility; cross check orders and invoices, etc.
- ✓ coordinating/producing reports and publications for areas of responsibility
- ✓ providing periodic audits of materials and supplies within area of responsibility, including March 31 audit annually
- ✓ providing program specific information for the CCBC website
- ✓ maintaining contact lists for areas of responsibility

##### **Coaching Development Program**

- ✓ reports, publications, annual mailings, specific mailings
- ✓ collection, processing, filing, and forwarding as appropriate all records pertaining to certification programs - registration forms, evaluation forms, etc.
- ✓ maintaining coaching fields on CCBC databank
- ✓ assisting with the scheduling of coaching development courses (ongoing)

- ✓ coordinating local NCCP workshops
  - inform local coordinator of their responsibilities
  - ensure that local set up meets course needs
  - explain honorarium, expense claims
  - handle the many forms involved
  - prepare and send course conductor kit, including manuals and handouts; shipping
  - ensure "kit" returns to office with appropriate contents
- ✓ assisting with the scheduling and coordination of special coaching development courses as necessary
- ✓ assisting/supporting implementation of the PCE program, including preparation and distribution of PCE Assignment packages, and post-Assignment follow-up
- ✓ coaches code of conduct; all aspects including filing
- ✓ maintaining a supply of and preparing materials for all coaching courses, including assembling manuals/participant folders
- ✓ criminal records check for CCBC staff/volunteers, all aspects

### **Officials Program**

- ✓ reports, publications, specific mailings
- ✓ collection, filing and forwarding as appropriate all records pertaining to certification programs – registration forms, evaluation forms, etc.
- ✓ maintaining officials fields on CCBC databank
- ✓ scheduling and coordinating the use of CCBC timekeeping equipment
- ✓ assisting/supporting implementation of TD/TA program, including preparation and distribution of TD/TA Assignment packages and post-Assignment follow up. Follow up includes forwarding TD reports to applicable clubs and collection and filing of copies of the reports
- ✓ coordinating CCC Officials Certification courses
  - inform local coordinator of their responsibilities
  - ensure that local set up meets course needs
  - explain honorarium, expense claims
  - handle the many forms involved
  - prepare and send course conductor kit, including manuals and handouts
  - ensure "kit" returns to office with appropriate contents
- ✓ assisting with the scheduling and coordination of special officials development courses as necessary
- ✓ maintaining a supply of/preparing materials for all officials courses, including assembling manuals/participant folders