

PSO Administrative Coordinator Job Description

Job Title:	PSO Administrative Coordinator-
Reports to:	Organizational Effectiveness Lead
Prepared Date:	November 2018
Revised Date:	
Employment Status:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Job Summary:	Provide administrative, governance and logistical support to Provincial Sport Organizations and provide consultation on sport trends, organizational effectiveness and strategic direction. Support specific SNS OE or sport sector initiatives as assigned.
Essential Competencies: (See Attached)	Expectations of Employment Initiative Interpersonal Relations Problem Solving Communication Skills Results Orientation
Working Conditions:	Office setting, offsite meetings required
Measurements of Performance:	Achievement of annual performance targets PSO meeting Program Criteria
Entry Level Criteria:	Education: Degree in Kinesiology, Sport Administration, Sport Management, Health & Human Performance, Physical Education, Recreation Management or equivalent work experience in the field of coaching or administrating sport at the provincial or national level. A working knowledge of the Canadian and Nova Scotia sport systems and their components.
Miscellaneous:	Technical Skills: Microsoft Office Suite, Facilitation, Social Media,

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Job Parts	Essential Duties and Responsibilities:
<p>1. Sport Leadership/Navigator</p>	<ul style="list-style-type: none"> • Seek out program and funding opportunities for PSO's • Provide consultation to improve the PSO organizational effectiveness • Support the building of internal capacity for PSOs • Provide direction and advice to the PSO Board of Directors • Provide guidance in grant proposals and approvals. • Educate PSO on sport system trends and topics • Attend conferences, meetings and sport sector events on PSO's behalf • Advocate for PSO at Sport NS, Provincial Government and in the sport sector
<p>2. Administration</p>	<ul style="list-style-type: none"> • Collection of membership information and payments, management of database and communication with clubs regarding membership inquiries. • Maintain database of all registered coaches, officials, and volunteer's • Update and maintain By-laws and policies • Maintain and update Registry of Joint Stocks • Maintain insurance policies for PSO's • Maintain record of Club/Facilities contacts • Support the develop of budget and maintenance of financial tracking/bookkeeping
<p>3. Governance</p>	<ul style="list-style-type: none"> • Provide support and guidance for policy development • Attend and advise at all meetings of the board as an ex-officio member. • Support the organization of the Annual General Meeting, including arranging a venue and compiling/preparing meeting package. • Sit on and provide advice for committees of the PSO's.
<p>4. Events</p>	<ul style="list-style-type: none"> • Support Tournament Organizing Committees (registration, venue, officials and volunteer, communications, results) • Support competition bids for, Regional, Eastern' s, Nationals, International events • Support to club and provincial events • Support the organization of Team travel logistics • Support in acquiring event/PSO partnerships
<p>5. Communications</p>	<ul style="list-style-type: none"> • Act as first point of contact and central hub for inquiries. • Distribute periodic communications to membership using mass email service • Maintain website and assist with updating social media sites • Develop media advisories and press releases to correspond with PSO events, major results, etc.

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<p>6. Sport Development Evaluation</p>	<ul style="list-style-type: none"> • Maintain sport system eligibility criteria • Collect and analyze sport development data • Engage with partnering organizations and stakeholders • Share information with stakeholders
<p>7. Sport NS OE and Sport Sector Initiatives</p>	<ul style="list-style-type: none"> • Participate as assigned in projects and prototypes with defined expected outcomes and timelines. • Support specific SNS OE or sport sector initiatives as assigned
<p>8. Team Participation</p>	<ul style="list-style-type: none"> • Build and maintain effective and collaborative networks and relationships with colleagues and stakeholders • Participate regularly in staff meetings, events, and staff training

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Expectations of Employment	Description
Job Knowledge:	Commitment to improve knowledge level, skills, and procedures relative to job
Reliability:	Instills full confidence to complete job requirements responsibly with a minimum of supervision
Ability to Learn:	Quickly grasps job requirements; reacts well to pressure
Adheres to Policies:	Complies with all regulations, policies and procedures required by the organization
Manageability:	Responds to coaching and directions of supervisor or manager. Respects the leadership of the organization and our partners
Mission, Vision and Values	Contributes to Sport Nova Scotia's Mission and Vision and shares Sport Nova Scotia's Values

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Behavioural Competencies	
Initiative	
Motivation:	Sees what needs to be done and steps up. Displays energy and enthusiasm in approaching the job. Is proactive.
Leadership:	Able to inspire and motivate teammates to achieve desired results. Able to support, provide feedback and hold each other accountable.
Interpersonal Relations	
Collaboration:	Able to cooperate with others and maintain effective working relationships; deal effectively with situations that involve attitudes, opinions and feelings of others.
Professionalism:	Displays respect for others through conduct, courtesy, manners, alertness, appearance, dress and hygiene.
Teamwork:	Contributes to team success by pitching in and supporting team mates outside of own job description.
Problem Solving	
Planning & Organizing:	Executes work logically. Analyzes problems clearly and determines appropriate solutions. Able to manage multiple priorities.
Decision Making:	Assesses tasks objectively, considering long and short-term implications. Makes and executes timely decisions. Works at the appropriate level.
Adaptability:	Ability to grasp, interpret and adjust to instructions, new situations, methods and procedures.
Communication	
Expression:	Possesses verbal and written skills required to convey information and express ideas in a clear concise manner.
Listening:	Possesses skill required for taking directions and considering the views of others.
Results Orientation	
Financial Responsibility:	Contributes to growth of revenue whether by direct or indirect interaction. Manages cost and efficiencies where appropriate.
Responsiveness:	Delivers timely, high quality service and treats external and internal clients with courtesy and respect. Client satisfaction is a high priority.
Quality of Work:	Exhibits accuracy and thoroughness of work performed.
Quantity of Work/Productivity:	Completes expected volume of work; satisfies the expectations of the role.