

MASTER MENTOR, BC GAMES PROGRAM

TITLE	Master Mentor
STATUS	Program Contractor
TERM	October 1, 2019 – March 30, 2020
REPORTING TO	Manager, Coach Development, viaSport BC
LOCATION	British Columbia

OVERVIEW

The BC Games Coach Mentorship Program is a partnership between viaSport and the BC Games Society. It is designed to support the development of key mentors within the sport system, with the goal of increasing the capacity of sport leaders in B.C.

The Master Mentor in the BC Games Coach Mentorship Program will support the development of a group of Coach Mentors leading up to and during the 2020 BC Winter Games.

SCOPE

The Master Mentor will:

- Support viaSport in the launch of the BC Games Coach Mentorship Program
 - Review existing mentorship resources and create templates when needed (e.g. Personal Development Plan template)
 - Participate in the selection of up to 10 Coach Mentors
- Support Coach Mentors throughout the duration of the program
 - Lead a webinar for Coach Mentors to introduce them to the program and connect them with resources
 - Work with each Coach Mentor to identify areas for personal development
 - Meet with each Coach Mentor and their Provincial Sport Organization to determine their objectives and outline a plan for how the Coach Mentor will support their respective Apprentice Coach(es)
 - Check in with Coach Mentors on a monthly basis throughout the duration of the program to provide guidance and resources
 - Debrief with each Coach Mentor after the Games to determine if objectives were achieved
- Support the Coach Mentors at the 2020 BC Winter Games in Fort St. John
 - Meet with each Coach Mentor and their Apprentice Coaches
 - Observe each sport involved in the program
 - Be available to support Coach Mentors as required
- Provide a written report to viaSport upon the conclusion of the program

QUALIFICATIONS

- NCCP Certified; Competition Introduction or Competition Development
- Submission of Criminal Record Check, as per the viaSport policies
- Post-Secondary education in sport, recreation, education or a related field preferred
- Respect in Sport – Activity Leader
- Chartered Professional Coach (ChPC), or Registered Coach, preferred

SKILLS

- Excellent written and verbal communication skills
- Self-driven, and the ability to work independently
- Detail oriented with the ability to listen, understand and respond to needs
- Proficient in Microsoft Word, Excel, Adobe Connect, and similar programs
- Previous experience with BC Games or other multi-sport Games
- Previous experience with Learn to Train/Train to Train athletes
- Previous experience in mentoring/supporting coaches
- Knowledge of coach education and the B.C. sport sector

COMMITMENT

- Supporting program launch (up to ten hours)
- Interacting with each Coach Mentor (up to ten Coach Mentors)
 - Average of five hours per Coach Mentor throughout the duration of the program
- Attending the BC Winter Games; February 19-23, 2020 in Fort St. John
- Debriefing with each Coach Mentor after the Games
- Submitting a program report

GENERAL PROGRAM TIMELINES

August 15 – Sept. 23	PSO Applications Open for the Coach Mentor and Apprentice Coach
October 4	Coach Mentors selected
October 22	Welcome Webinar (between Master Mentor and all Coach Mentors)
November 1-30	Master Mentor meets with Coach Mentor
February 19-23	2020 BC Winter Games in Fort St. John
March 30	Program Report deadline

FEES

- Remuneration will be in the form of a project fee. Amount is dependent on the number of mentors in the program and will range between \$2,000-4,000
- Travel expenses associated with attending the 2020 BC Winter Games will be covered in accordance with the viaSport policy
- The contractor is responsible to remit all taxes and for their own WCB coverage