



## Coach and Referee Pathway Coordinator - Job Description

**Organization:** Water Polo West (WPW) is recognized by Water Polo Canada and viaSport British Columbia as the Provincial Sport Organization (PSO) for water polo in British Columbia.

**Position Type:** Contractor

**Job Location:** remote, BC

**Length and Term:** Part-time 7-7.5 hours/week. 6-month contract with possible opportunity for extension.

**Start Date:** March 13, 2026

**Salary:** Starting at \$700/month

**Reports to:** Executive Director

### Strategic Alignment

Coach Development and Officials Development are two of the pillars within the strategic plan of Water Polo West.

### Primary Responsibilities

- Creating and maintaining a database of coaches and referees in BC
- Identifying gaps in certification pathway progressions across BC
- Coordinating certification opportunities, clinics, and courses
  - Securing facilitators, booking facilities, coordinating with Water Polo Canada, coordinating communication/advertising
- Assisting with the updating of the Water Polo West website with regards to Coach and Referee pathways
- Assisting in the development of documents and communications related to minimum coaching standards and screening expectations
- Other duties as assigned

### Direction and Reporting

- ED will prioritize tasks with input from Coach and Referee Pathway Coordinator (CRPC)
- CRPC will meet weekly with Executive Director
- CRPC will complete weekly hours and work log

## **Key Performance Indicators**

- Creation of accurate and practical database of coaches and referees
- Completion of gap analysis with regards to both coach and referee pathway processes and participants
- Schedule of coach and referee clinics established
- Communication to both coaches and referees as to their own placement on the pathway
- Minimum coaching standards established with method for clubs to track
- Positive engagement and feedback from the community