



JOB POSTING

POSITION TITLE	Canadian Sport School Coach Intern
REPORTS TO	Canadian Sport School Coach
COMMITMENT	10-15hours/week; Beginning Sept 2026 – Ending June 2027
COMPENSATION PACKAGE	\$1000.00 honorarium

ORGANIZATION SUMMARY

PISE is a charitable non-profit organization that provides education, programs and services across South Vancouver Island, while managing the Pacific Institute for Sport Education facility. We are nationally recognized for work in the areas of physical literacy and inclusion and also deliver the esteemed Canadian Sport School program for high performance athletes in Grades 10 to 12.

Our vision is to transform lives through healthy activity and sport by providing physical activity, health and sport education programming and services for children, youth and adults that focus on inclusion, physical literacy, active living, and the development of performance sport.

Visit PISE.ca to learn more.

POSITION SUMMARY

The Canadian Sport School (CSS) Coach Intern will be active in the daily training environment to provide support to the CSS Coach by assisting with supervision of athlete training, athlete testing, data collection, and other administrative duties required for successful CSS program implementation. This opportunity will provide the intern with an introduction to practical S&C fundamentals and the chance to apply those skills in a practical, high performance environment. The intern will receive mentorship from the CSS Coach and engage with staff across multiple disciplines within the Institute.

The ideal candidate has an understanding of the Long-Term Athlete Development (LTAD) model, is committed to learning S&C best practices, and has a passion for high performance sport.

The ideal candidate must be able to commit to: 10 to 15 hours/ week, mornings (7:30 – 11am) or afternoons (12:30-4:00pm)

KEY ROLES & RESPONSIBILITIES

- Contribute to the CSS high performance daily training environment (DTE) by assisting with delivery of technical program including, but not limited to, DTE set-up/take-down, technical supervision, video recording, and equipment maintenance
- Assist with athlete testing, data collection, and data management
- Attend scheduled meetings and mentoring sessions
- Support CSS Teacher with weekly performance seminar delivery
- Support delivery of various events including, but not limited to, welcome night and information night
- Any other tasks as required

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KNOWLEDGE, SKILLS & ABILITIES

- Basic understanding of LTAD model and sport performance pathway
- Competency using full suite of Microsoft Office products (Excel, Outlook, Word, etc.)
- Familiarity with data management and database use
- Ability to manage and prioritize multiple tasks
- Strong interpersonal skills and the ability to communicate with various types of clients
- Knowledge of modern communication channels and how to best utilize each
- Strong organizational skills and attention to detail
- Willingness to learn and adapt to change
- Passion for high performance sport

QUALIFICATIONS

- Bachelor's Degree (completed or in-progress) in human performance domain- **Required.**
- Experience working in the Canadian sport system or experience as a high performance athlete or coach an asset
- Familiarity within a sport performance laboratory an asset
- CSEP-CEP or CSEP-CPT or equivalent (or working toward certification) an asset
- NCCP Coach Certification/Education, preferably in Athletics, Olympic Weightlifting, or Gymnastics an asset
- First Aid certification

TO APPLY

Please submit a **resume and a cover letter** by **midnight, August 28th, 2026.**

Jordan Paterson
Human Resources & Administrative Coordinator
careers@pise.ca

Thank you for your interest in PISE.

*Please note, due to the number of resumes received,
only candidates selected for an interview will be contacted.*