

FUN1 Program Development Lead

Cambridge Ringette Association

Position summary

The FUN1 Program Development Lead is responsible for developing and leading Cambridge Ringette's introductory program for children who are learning to skate and beginning to learn ringette. The Lead will provide an organized, progressive program that builds skating confidence, independence, and foundational ringette skills through active, age-appropriate instruction and play. The objective is for every participant to improve, feel successful, and enjoy coming to the rink.

FUN1 plays a critical role in both individual athlete development and the long-term strength of Cambridge Ringette. A positive introduction to the sport helps establish the skills, confidence, enthusiasm, and sense of belonging that encourage children to continue playing. The Program Development Lead will often be the first and most visible face of Cambridge Ringette for new participants and their families. Their ability to build relationships, create enthusiasm, and deliver a strong developmental foundation will directly influence the experience and future growth of the program.

The program should follow a clear developmental pathway while remaining flexible enough to respond to the needs and progress of the group. Skills should be reinforced through purposeful repetition, engaging activities, and progressively greater challenges as participants become ready for them.

This is a seasonal leadership role supported by volunteer coaches and on-ice helpers. It is distinct from the Association's volunteer team coaching positions because the Lead is specifically accountable for program design, practice preparation, consistent developmental progression across the season, and communication with participating families.

Time commitment and honorarium

Item	Current expectation
Season	Approximately October through March
Practices	Approximately 20 to 25 practices. The final number will be confirmed by the Board before an offer is finalized.

Item	Current expectation
Additional time	Practice planning, a pre-season introduction to families, periodic program updates, reasonable availability for parent questions, communication with volunteer coaches, and occasional meetings with the Board.
Honorarium	\$1,500 for the season, subject to Board approval and confirmation of the final practice schedule.

Key responsibilities

- Develop and adapt a flexible season plan that provides deliberate progression in beginner skating and foundational ringette skills while recognizing that children develop at different rates.
- Prepare and lead engaging weekly practices that combine instruction, purposeful repetition, skill stations, games, and learning through play.
- Teach fundamental skating and ringette skills, including balance, falling and getting up, stopping, forward movement, turning, agility, ring handling, passing, receiving, shooting, spatial awareness, and modified game play.
- Introduce fundamental ringette skills, including.
- Adjust activities and levels of challenge so that participants remain active, experience success, and develop increasing confidence and independence on their skates.
- Monitor participant development and, where appropriate, identify players who may be ready for additional challenge or possible movement to FUN2. Any recommendation will be discussed with the appropriate Association representative and the participant's family and will follow applicable policies
- Organize and direct volunteer coaches and on-ice helpers by providing clear practice plans, station assignments, teaching points, and practical guidance.
- Create a safe, inclusive, and positive environment that emphasizes fun, confidence, friendship, teamwork, skill development, and continued participation.
- Introduce the program and its general developmental pathway to families before or at the beginning of the season. Provide periodic updates, remain reasonably available for questions about participant development, and refer administrative matters to the Board.
- Follow applicable Ringette Ontario, Ringette Canada, and Cambridge Ringette policies, screening requirements, and safety procedures.

- Provide the Board with a brief end-of-season summary of the program outcomes, participant development, and recommendations for the following season.

Qualifications

- Strong ringette knowledge gained through playing, coaching, or comparable experience.
- Strong skating ability and confidence demonstrating and teaching beginner skating skills.
- Experience coaching, teaching, or leading young children in ringette, skating, or another recreation setting.
- Ability to plan and lead progressive, age-appropriate sessions for children with different levels of skating experience.
- Patient, encouraging, energetic, and reliable approach, with strong communication, leadership, and organizational skills.
- Welcoming and approachable manner that builds positive relationships with children, families, volunteer coaches, and on-ice helpers.
- Minimum 18 years of age and able to complete all screening, Safe Sport, and coach qualification requirements applicable to the role.

Preferred qualifications

- Prior ringette coaching experience, particularly with beginner or FUN1 participants.
- Experience teaching children who are new to skating.
- Ringette Community Coach training and current First Aid certification.
- Experience supporting or mentoring volunteer coaches and on-ice helpers.

What success looks like

Participants attend an organized, welcoming program, gain confidence and independence on their skates, develop foundational skills, and remain engaged throughout practices. Activities are fun and age-appropriate, while still providing repetition and progressive challenge needed for meaningful development.

Children and families have a positive first experience with ringette. Parents understand the program's general developmental pathway, know what participants are working toward, and feel comfortable approaching the Lead with appropriate questions. Volunteer coaches receive clear direction and support, and participants are encouraged and prepared to continue in ringette.

Success is measured through development, confidence, enjoyment, family engagement, and continued participation rather than competitive results or every participant reaching the same milestones at the same time.