



POSITION DESCRIPTION & APPLICATION PROCESS

POSITION TITLE:	TECHNICAL DIRECTOR
LENGTH OF TERM:	Permanent Full-time
SUBMISSION:	Include cover letter, resume with 3 references via email to skate.exec@sportmanitoba.ca Please include Technical Director in subject line.
INTERVIEW PROCESS:	Only those selected for an interview will be contacted.
APPLICATION DEADLINE:	Thursday September 8, 2016 at 4:00 p.m. CST
ANTICIPATED START DATE:	October 17, 2016

1. POSITION FUNCTION

- 1.1. To act as the technical advisor for Skate Canada Manitoba.
- 1.2. To provide technical advice and assistance on all matters associated with the development of skating within Skate Canada Manitoba.
- 1.3. To provide technical advice and assistance on all matters associated with Skate Canada Manitoba member coaches and officials.
- 1.4. To act as the Skate Canada Manitoba NCCP Course Administrator.
- 1.5. To act as the resource person in an advisory capacity on the following committees: Skating Programs, Coaching, and Officials.
- 1.6. To act as the Skate Canada Manitoba representative to Skate Canada Technical Director Committee and National Performance Centre-West liaison.

2. RESPONSIBILITIES

2.1 General

- 2.1.1. To consult with and provide recommendations to the appropriate committee regarding improvements for existing programs and potential new programs to ensure programs are kept current and continue to operate in an effective and efficient manner.

- 2.1.2. To attend and provide technical support at Executive and/or Board of Directors meetings as requested.
- 2.1.3. To assist the Executive Director in the preparation of the annual funding documents and grant applications for submission to Sport Manitoba or other funders.
- 2.1.4. To serve as a liaison between Sport Manitoba and Skate Canada Manitoba with Integrated Support Training initiatives.
- 2.1.5. To coordinate the development of Skate Canada Manitoba's Technical Programs.
- 2.1.6. To create and maintain skaters, coaches and officials database and lists.
- 2.1.7. To submit a written report monthly to the Executive Director on activities, the Skate Canada Manitoba Board of Directors meetings as required and for the Annual Report book.
- 2.1.8. To attend the Skate Canada Manitoba Annual General Meeting as required.
- 2.1.9. To attend assigned Skate Canada Manitoba Committee Meetings as a resource.
- 2.1.10. To perform other duties as assigned by the Executive Director.

2.2 **Development**

- 2.2.1. To provide technical assistance in the operation of Skating Programs, Coaching and Officials Committees and others as assigned.
- 2.2.2. To provide technical advice to the Events Management Committee as required.
- 2.2.3. To organize seminars: travel, clinicians, budgets, venue, schedules, registration, circulate information, develop off ice programs, prepare contracts, on site coordination, meals and volunteers in consultation with assigned committees.
- 2.2.4. To develop and coordinate Talent Identification of skaters, coaches and officials in consultation with the appropriate committees.
- 2.2.5. Onsite representation at Skate Canada Manitoba competitions and events as determined in consultation with the Executive Director.

2.3 **Communication**

- 2.3.1. To prepare and distribute relevant information regarding programs and initiatives to skaters, coaches, and officials.
- 2.3.2. To receive and share information with other stakeholders as required.
- 2.3.3. To ensure the Skate Canada Manitoba website information is current for skaters, coaches and officials

3. QUALIFICATIONS

- 3.1. Post-Secondary education or related experience.
- 3.2. Minimum of 5 years' experience (or a combination of) in the capacity of a Skate Canada Provincial Level Coach or Novice Competitive Judge or Sectional level Technical Official certification.
- 3.3. Computer and website skills required.
- 3.4. Demonstrated ability to communicate effectively, both orally and in writing.
- 3.5. Strong organizational skills.
- 3.6. Ability to establish good working relationships with others; staff and volunteers.
- 3.7. Willingness and ability to work variable work hours including evenings and weekends.
- 3.8. A valid driver's license and access to a personal vehicle.
- 3.9. Completion of Child Abuse and Vulnerable Persons Registry and Criminal Record checks are required within thirty (30) days of employment.

4. SALARY

- 4.1. Level 4 position; salary to be determined based upon qualifications and experience.

5. HOURS OF WORK

- 5.1. Full-time position; 35 hours per week.

6. LOCATION OF POSITION

- 6.1. This position is based out of the Skate Canada Manitoba office in Winnipeg, MB with travel outside of Winnipeg as required.

