

Job title	Director, Sport
Reports to	Executive Director

Job purpose

The Director of Sport is responsible for the strategic direction and execution of all sport development programs for Skate Ontario and leading the sport development team. This includes responsibilities for high performance and both athlete and coach development programs. The Director of Sport is responsible for ensuring a consistent and best in class approach to all skating programs and ensuring that consistent sport development philosophies are incorporated into programming across all Skate Ontario departments and operations.

Duties and responsibilities

- Design, implement, manage and sustain sport development programs that will support consistent excellence across the province of Ontario
- Develop multi-year strategic and operational plans within a clearly articulated and Board approved financial framework for sport operations
- Lead and manage a fast-paced, highly effective sport development department
- Identify skating program needs through independent research and in-depth analysis including gathering regular feedback from key Skate Ontario stakeholders and technical sport experts across the province
- Establish and manage effective working relationships with targeted volunteer committees
- Contribute to a collaborative, cross-functional team as a member of the senior management team
- Build and manage effective working relationships with technical partners and other sports in Ontario
- Design and implement appropriate metrics to assess the effectiveness of skating operations and programs, manage/monitor against these metrics and provide regular reporting
- Analyze metrics and other information regularly to continuously improve the quality design and delivery of all programs
- Keep abreast of new technologies and sport development systems within the skating community and across other sports to ensure Skate Ontario remains at the cutting edge of athlete and coach development
- Develop and maintain key policies and procedures including a succession plan for the department

Qualifications and experience

Qualifications include:

- 10+ years experience leading skating operations in a high performance coaching and administrative role
- Proven experience in designing and implementing development programs
- Extensive experience in leadership and system development
- Proven leadership qualities in effectively managing and leading a highly effective team
- Extensive experience working effectively with volunteer committees and other business partners
- Intimate knowledge of relevant industry standards and practices including knowledge of the athlete and coach development pathways and synergies in Ontario and Canada



- Proven experience with effective budget management, development of KPIs, process improvements and management reporting

Skills and fit:

- Ability to set and achieve strategic objectives
- Ability to effectively manage direct reports
- Excellent verbal and written communication skills
- Excellent presentation and facilitation skills to a variety of audiences from coaches and athletes to parents and volunteers to external partners
- Ability to multitask and perform in a fast-paced, and rapidly changing environment
- Ability to influence positive change
- Excellent relationship building skills
- Proficient in MS Office

Working conditions

- Travel required at times across the province
- Long hours at times to meet the requirements of the business which will include evenings and weekends
- Must have use of a vehicle and a valid driver's licence

Application

Candidates are asked to send a cover letter and resume to Lisa Alexander at lalexander@skateontario.org by September 3, 2018. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

