

Athletics Ontario - Employment Opportunity MANAGER, HIGH PERFORMANCE

LOCATION: Athletics Ontario Headquarters, 3701 Danforth Avenue,
Scarborough, ON M1N 2G2

DIVISION: High Performance

REPORTS TO: Executive Director

CONTRACT PERIOD: October 1, 2017 – March 31, 2018 (renewable annually)

PURPOSE

The Manager, High Performance is responsible for the development and delivery of a provincial high-performance strategy that is aligned with, and feeds into, the Ontario High Performance Sport Initiative (OHPSI), Quest for Gold (QfG), and NextGen initiatives. Working collaboratively with Athletics Canada (AC), the Canadian Sports Institute - Ontario (CSIO), Own the Podium (OTP) and the Ministry of Tourism, Culture and Sport (MTCS), the role will provide performance profiling initiatives, provincial athlete and coach development, and high performance planning.

1. KEY RESPONSIBILITIES:

The MHP will be responsible for the following:

High Performance Strategy

- Develop and implement a provincial HP strategy (4-year cycle) which reflects the AO Strategic Priorities and aligns the Quest for Gold and OHPSI programs with the NextGen program.
- Source grants and other funding opportunities for high performance initiatives and other related programs, such as OHPSI, Quest for Gold, etc.
- Maintain a database of all Ontario athletes in Athlete Assistance Programs.
- Communicate HP strategy goals with stakeholders.
- Implement, track and monitor HP strategy.
- Annually review, analyze gaps and revise the HP strategy as required.

Athlete Development

- Develop and implement a talent identification system targeted towards Training to Train and Learning to Compete-level athletes.
- Provide targeted Training to Train and Learning to Compete-level athletes with opportunities to participate on provincial teams (bantam to youth) to enhance their competitive experience and showcase their talent.
- Establish athlete identification and development strategies required to ensure the successful and sustainable implementation of the OHPSI program.
- Create and implement a detailed monitoring and review process that will capture the performance gaps (review training plans, objectives and personal budget proposals) within targeted athletes' daily training environments.

- Identify and deliver performance development programs to support Training to Compete and Learning to Win-level athletes as they progress through to provincial and national athlete assistance programs.
- Responsible for the oversight of provincial team selection and competitions.
- Oversee the development of an annual Team Ontario competition and training camp program based around the Canada Games.
- Collaborate with provincial para-organizations and AC to develop an integrated and sustainable para-athlete development model.
- Monitor and report annually on Ontario athletes who receive athlete assistance funding/make national teams.

Coach Development

- Develop strong working relationships with the high-performance coaching community.
- Identify coaches for pathway support.
- Oversee the selection of provincial team coaches.
- Oversee the promotion of coaching programs and projects that lead to an increase in technical knowledge of coaches throughout the province.
- Oversee coaching certification (NCCP) in Ontario, including the establishment of new training opportunities and liaising with AC.
- Oversee the training and professional development of up-and-coming coaches, including the coach mentorship program.
- Oversee the coordination of training opportunities for elementary and secondary school teachers and coaches.

Athlete Assistance Programs

- Work with AC, on an ongoing basis, to apply for, plan, execute, and report on the OHPSI initiative.
- As part of the AO HP Strategy, establish and maintain an athlete (and coach) development strategy to ensure the successful and sustainable delivery of the OHPSI program.
- Collaborate with AC's NextGen Manager to select, monitor and report on OHPSI athletes in alignment with AC/AO criteria.
- Manage the delivery of the QfG program and its alignment with NextGen/OHPSI programs in consultation with the AO QfG Committee.
- Develop the annual guidelines for eligibility for the QfG program in conjunction with the AO QfG Committee.
- Collaborate with AC's NextGen Manager to provide feedback on QfG athletes training/competition plans, and conduct yearly review of training/competition plans submitted.
- Develop an overall plan for tracking QfG targeted athletes' and coaches' eligible expenses (competitions, training camps, equipment).
- Liaise with CSIO, AC and MTCS as required.

Administration

- Participate on the Athletics Ontario Hall of Fame and Awards Selection Committees.
- Provide input on or attend Athletics Canada branch meetings and AGMs, as required.

- Ensure athlete/coach development programs are financially accountable.
- Provide updates on the AO HP strategy to the AO Board, as required.

2. WORKING RELATIONSHIPS:

- Athletes and coaches
- Athletics Canada
- CSIO
- AO Quest for Gold Committee
- AO Competition, Technical, Hall of Fame, and Awards Committees
- AO Executive Director
- AO Board of Directors

3. KNOWLEDGE & SKILLS:

Knowledge & Experience:

- Degree in sport science (post-graduate preferred)
- Background in coaching and assessing athletic talent
- Experience in, and understanding of, a broad spectrum of Athletics disciplines
- Strong communication and interpersonal skills
- Understanding of the provincial and national sport landscape and systems, including funding opportunities

Core Competencies:

- **Accountability:** Understands what has to be achieved within the established standards, budget and timelines. Accepts accountability for actions and performance and willingly contributes to personal and team performance discussions with a view towards continuous improvement.
- **Organizational Effectiveness:** Balances the needs of all stakeholders; provides feedback that contributes to organizational success; demonstrates effective time management skills; meets tight deadlines and implements initiatives effectively.
- **Expectation Management:** Establishes realistic parameters regarding customer service expectations and problem resolution and performs effectively within the organization's accountability framework.
- **Creativity and Innovation:** Embraces change and challenges the status quo in a constructive and flexible manner.
- **Teamwork:** Collaborates and cooperates with others to get the job done; values the input and know-how of other team members; builds trust and respect among fellow team members and works with others toward a common goal.
- **Love of Sport:** Fosters a love of sport with a commitment to elevate sport and athleticism in support of the mandate of Athletics Ontario.

Professional Expectations/Responsibilities:

- To treat athletes, coaches and officials with respect and integrity.
- To adhere to AO employment regulations (HR Handbook).
- To refrain from defamatory remarks against AO, AO members, partners and sponsors.
- To represent AO in a professional manner at events and competitions.

- To attend relevant provincial and national championships.
- Flexibility in work hours and ability to travel frequently.

Note: This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of the position's duties and with consultation can be amended in the light of the changing needs of the organization.

Applications with salary expectations should be sent in confidence by **September 15, 2017** to mhpsearch@athleticsontario.ca. Only those applicants selected for an interview will be contacted. AO promotes Employment Equity.

AO is an athlete-centered, club and community-based, volunteer-driven organization committed to athlete development.

Our key goals are to promote and encourage participation from the grassroots level through to the very highest level of proficiency; to assist coaches, officials and club executives in fulfilling their goals; and to establish an authority, which can voice the concerns and desires of members to the appropriate bodies.

Employee Status:	Contract
Job Level:	Individual Contributor
Regular Work Hours:	9 am – 5 pm
Travel:	~40% of the time
Schedule:	Full-time