



On-Site Manager - European Camp 2019

OVERVIEW

Athletics Canada is the national sport organization for track and field, cross country running and road racing. We support high performance athletes competing at an international level and provide leadership in athletics development.

JOB DESCRIPTION

The purpose of this managerial position is to give the successful candidate an opportunity to support our high performance athletes in their daily training environment, while in Europe. The objective is to assist with day-to-day coordination and logistics for both athletes and support staff throughout the duration of the camp.

- Consulting with National Team Manager on all camp logistics prior to departure
- Facilitating arrivals and departures in Europe
- Purchasing SIM cards, groceries and other supplies
- Coordinating bike rentals
- Assisting athletes with their daily training environment needs (transportation and access to the track, trails and weight room)
- Organizing itineraries for athletes travel to and from competitions in Europe (working with the meet director(s))
- Ensuring event group specific needs are met (Endurance/Sprints/Throws/Jumps)
- Assisting support staff (coaches and Integrated Support Team (IST) with their daily needs)

QUALIFICATIONS/REQUIREMENTS

- Being helpful, respectful, approachable and team oriented
- Strong leadership skills while working in a team environment
- Excellent organization skills and attention to detail is essential
- Ability to effectively manage multiple projects/tasks of varying complexities in a fast paced environment, meet deadlines and work well under pressure
- Ability to work with limited supervision
- Flexible approach, positive attitude, initiative, and willingness to learn
- Excellent communication and interpersonal skills
- Experience with Athletics at a provincial, national or international level
- Bilingualism (English and French) is an asset

TERM/SALARY

- Must provide a recent police background check
- Must have a valid Canadian passport valid through January 2020
- Must be available to work during June 14th-July 2nd, 2019
- Must be eligible to work in Canada
- An honorarium will be available to the successful candidate (travel, accommodation, per diem and out of country travel insurance will be provided)

CONTACT

Please send cover letter and resume to James.Cunningham@athletics.ca by May 29th, 2019 citing the position title in the subject line. No telephone calls please. We would like to thank all applicants for their interest; however only those selected will be contacted for an interview.