

**MANAGER, COMPETITIONS, TECHNICAL SPECIFICATIONS & LOGISTICS  
ATHLETICS ONTARIO, TORONTO, ON**

Athletics Ontario (AO) is the not-for-profit sport governing body for Athletics (track and field, road running, cross country, and race walking) in Ontario. A member of Athletics Canada, AO is an athlete-centred, club and community-based, volunteer-driven organization committed to athlete development. Our key goals are to promote and encourage participation from the grass roots 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.

AO is searching for a passionate and enthusiastic candidate who is willing to join our growing team. Reporting to the Executive Director, you will be responsible for managing and administrating Athletics Ontario's technical operations including developing and implementing the technical aspects of all sporting events and competitions. This includes implementing the sanction policy and Policy and Procedures documents; coordinating provincial fixtures; and facilitating competition and technical committee planning, policy development, and communication. In addition, you'll ensure that event venues suit the needs of the sport and that the correct equipment and infrastructure are available for the athletes and those managing or supporting them.

You have strong interpersonal and team player skills and can work independently where required. In addition to your program management, organizational and time management skills you have:

- Post Secondary degree in sport or related field
- Minimum 5 - 7 years of experience in a similar capacity
- Project management experience -- strong logistic and planning skills
- Experience working with volunteers
- Ability to develop multiple project plans and execute on time and on budget
- Familiarity with all disciplines in the sport of athletics and associated risk management
- Sound working knowledge of the technical rules governing athletics
- Knowledge of the provincial, national, and international sport delivery systems
- Knowledge of club system, experience in officiating, coaching and administration in athletics
- Strong oral and written communication, presentation and administrative skills
- Must be proficient with the use of computer programs and meet management software
- Ability to deal with the Board, professional staff, members, volunteers and the community in a positive and constructive manner
- Experience managing budgets and writing grant proposals
- Flexible, adaptable and ability to multi-task with competing deadlines
- Proactive and ability to work independently

Salary is commensurate with the successful candidate's experience, qualifications and pay scale of the Association. Benefits include health, group life, and disability insurance. This role is full-time and located in Toronto. However, during the transition phase with the incumbent the role is part-time.

If you are interested in exploring this opportunity, submit a covering letter and résumé in confidence to the AO HR Committee on or before **Wednesday, June 1, 2015**:

c/o Athletics Ontario  
3 Concorde Gate, Suite 211  
Toronto, ON M3C 3N7  
[mctslsearch@athleticsontario.ca](mailto:mctslsearch@athleticsontario.ca)

Applicants should reference 'AO Manager, CTSL' in all correspondence and ensure that their documents address the qualifications set out in the posting.