



Manager (Youth Programs) - Job Description

The Ottawa Lions Track and Field Club is seeking applications for a full-time Manager (Youth Programs) to begin Monday, August 30, 2021.

About the Ottawa Lions

The Ottawa Lions Track & Field Club is a not-for-profit community-based athletics club. Based in the nation's capital, the Ottawa Lions has been a leading member of Canada's athletics community for nearly 50 years. We provide a combination of competitive and non-competitive programs for athletes of all ages. Following the Athletics Canada Long Term Athlete Development (LTAD) pathway, we are committed to creating a fun and safe environment for club members.

The success of all our programs is primarily due to our outstanding all-volunteer coaching staff, which is the largest of any coaching staff in Canada and which includes a greater proportion of female coaches than any other club. We are fortunate to have very experienced coaches, some of whom have served on national teams at Olympic and Paralympic Games, World Championships and other major international competitions.

For more about the Ottawa Lions please visit www.ottawalions.com

Position Summary

The Manager (Youth Programs) is a management role focused on delivering Ottawa Lions' youth programs, recruiting and managing volunteer coaches and staff, and ongoing athlete development.

This coaching role requires an understanding of coaching and athlete development principles across all track and field events. A major focus of this role is on youth programs for 6-11 year olds (70% of role), while also providing leadership in our sponsorship, event planning, and grant application initiatives (30% of role).

Manager (Youth Programs) Duties and Responsibilities

The duties and responsibilities of the Manager (Youth Programs) include:

Administration of Youth Programs

- Supports the Club's day-to-day operations and membership services under the guidance of the Executive Director and in coordination with the Executive Assistant & Registrar
- Responsible for the planning, marketing, staffing, delivery and supervision of all Youth programs, including the Ottawa Lions Summer Camps
- Leads coaches and athletes to participate in competitions, with an emphasis on all Club-hosted events, all Legion and all Outdoor Athletics Ontario Championships as they relate to Youth / Foundation and Aspire age groups
- Seeks out grant opportunities that could financially support the Youth Programs.

Youth Program Curriculum

- Leads Youth coaches in the development of seasonal plans, long-term development strategies
- Maintains up-to-date records of various curricula, strategies and lesson plans with the assistance of Youth coaches and under the guidance of the Executive Director.
- Provides educational service to the Youth coaches, athletes and others through technical certification course(s), seminars, clinics and tutoring

Youth Program and Youth Coach Education Administration

- Conducts Youth coach recruitment, training, education, reference and police security checks with the approval of the Executive Director
- Supervises all training sessions and be present during sessions
- Records coaches' training hours
- Works to ensure the retention and re-registration of youth members in future programs
- Maintains attendance records of youth athletes and makes inquiries directly with athletes recording a weekly period of absenteeism.
- Conducts regular coach planning meetings to develop and implement strategies for the development of youth athletes
- Maintains detailed records of membership database, coaching / staff personnel files, educational courses, and associated financial records
- Develops and updates files of all youth athletes for application to advancement to other programs in the Club
- Works with the Executive Director and other staff to maintain materials on the Club website pertaining to Youth Program promotion, information and registration processes
- Develops and maintains a Volunteer Parents Group to support the delivery of youth-related competitions (home / away), fundraising or other special projects.

Promotion and Marketing

- Markets, advertises and recruits for the Club's Programs whenever possible
- Manages the timely design and content of all promotional and registration materials with the approval of the Executive Director
- Ensures the strategic and comprehensive distribution of promotional materials with Youth Program athletes and other key target groups.
- In coordination with the Executive Assistant & Registrar, responds promptly to all website, email, voicemail and paper inquiries related to the specific duties of the position
- Ensures the presence of promotional materials of all primary and secondary school competitive programs at the Terry Fox Athletic Facility and the Dôme @ Louis-Riel
- Coordinates with the Executive Director and the Executive Assistant & Registrar to ensure an educated staff / volunteer presence to answer parent and public questions pertaining to programs

General Administration

- Completes general correspondence and maintains financial and membership records as instructed by the Executive Director in coordination with the Executive Assistant & Registrar
- Assists the Executive Director in the monitoring of financial matters
- Works in coordination with the Office Manager to ensure all program registrations are handled effectively
- Assists in the planning of the Awards Dinner and attends this function
- Ensures effective and efficient communications and relationships with the membership and public with regard to programs and objectives
- Working with the Board of Directors, develops relations with local media sources and acts as a liaison to better promote Club activities
- Assists the Executive Director to ensure ongoing representation and liaison with strategic partners (e.g. City of Ottawa, Athletics Ontario, Fédération Québécoise d'Athlétisme, Athletics Canada)
- In coordination with the Executive Director and other staff, research grant opportunities for that could be applied to all programs of the Club

Competition Leadership

- In conjunction with the Executive Director, develops a sport plan that addresses the competitive needs and interests of the Club and local groups
- Working in coordination with the Executive Assistant & Registrar, ensures the timely administration of Athletics Ontario Registration for Youth program athletes and coaches with the approval of the Executive Director
- Coordinates with the Executive Assistant & Registrar to provide competition-related resource information to all coaches, athletes and parents
- Ensures that the Club's competition and training equipment is operational and maintained or repaired or replaced

Skills/Qualifications:

Position-Specific Required Skills

- Sport technical and administrative competition skills to lead Youth participation in identified competitions
- Public relation skills to lead, volunteer, and support creative planning and delivery of services to the youth membership
- Financial and administrative management skills to support the objectives of the Club's Youth programs and membership services
- Run, Jump, Throw (RJT), Sport, or Club Coach Certification required; Officiating experience an asset

General Required Skills

- Client service oriented: Strong customer service and, interpersonal, and human relations skills
- Excellent attention to detail required
- Ability to work independently with limited supervision
- Ability to use sound judgement and exercise decision- making
- Excellent written and verbal communication skills; good email etiquette and communication skills are a must. Excellent English language skills required, proficiency in French and/or other languages an asset
- Experience in a volunteer-based non-profit organization
- General understanding of amateur sport at local, provincial, and national levels
- Background in Track and Field
- Knowledge of Trackie registration system or similar registration system would be an asset
- Valid 'G' Driver's Licence (or equivalent) required

Conditions of Employment:

This is a full-time (40 hour per week) salaried permanent position that reports directly to the Executive Director. Salary will be based on qualifications and experience, in the range of \$55,000 - \$65,000, with two weeks paid vacation per year. There will be a three-month probationary period, and employees become eligible for benefits after six months of continuous full-time employment.

The Manager (Youth Programs) is required to work from multiple locations (including Dome @ Louis Riel, Terry Fox Athletic Facility at Mooney's Bay, Ottawa Christian School in Barrhaven, Russell Dome, Oz Dome in Kanata/Carp). The position's mandatory core hours are Monday – Thursday, from 3:30pm – 6:30pm, and Saturday from 8:00am – 11:00am. Some additional evening and weekend work may be required and the Manager (Youth Programs) must be available for home competitions and meetings. The position holder is responsible for their own transportation.

Physical Demands

While performing the duties of this job, the employee is regularly required to:

- Sit, stand and occasionally required to walk or move around the office environment
- May be asked to lift and move between 50-100lbs

Relocation Expenses

Relocation expenses will also be considered for the successful candidate.

To Apply

Please send your CV and cover letter to rjohnston@ottawalions.com. **The deadline for submission is Friday August 13th, 2021 at 5PM EST.** Interviews will be conducted on August 17th and 18th, 2021 (via Zoom). Applicants selected for an interview will be notified on a rolling basis and will be asked to prepare a brief presentation on the structure of a program as part of their interview. Reference checks will also be conducted.

The successful candidate will be required to successfully complete a Vulnerable Sector Police Check. Applicants with a valid Vulnerable Sector Police Check (within the last year) are encouraged to submit this along with their application. Before working with Club members, the successful candidate will be required to complete advanced safe sport training.

We thank all applicants but only candidates shortlisted for an interview will be contacted. Depending on restrictions due to COVID-19, interviews may be held via videoconference or in person.

The Ottawa Lions is an equal opportunity employer that is committed to inclusive, barrier-free recruitment. We welcome and encourage applications from members of equity seeking groups, including but not limited to, candidates who are visible minorities, Indigenous, 2SLGBTQI+, and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.