



Alberta Orienteering Association

www.orienteingalberta.ca phone:(403) 297 2724 fax:(403) 297 2702

2nd floor, 818 - 16 Avenue NW, Calgary AB, T2M 0K1

Executive Director Employment Opportunity

The **Alberta Orienteering Association (AOA)** is seeking a suitably qualified and experienced person to be its Executive Director. This is a full time position and could be carried out at the Percy Page building in Edmonton or from a home office in Calgary. Salary is negotiable between \$36,000 and \$43,000 per year, depending on experience and qualifications.

If you are interested in the position please email an expression of interest to orienteing@shaw.ca with subject line "Exec Director application" and attach your resume. Expressions of interest must be received no later than the end of May 2007.

A short list of candidates will be interviewed and we expect to select the ED by the end of June. The job could start any time during the 2 months after that date.

The responsibilities of the position include:

- Provide administrative and technical support to the volunteer board of directors.
- Organise the AGM and annual planning retreat. Coordinate the follow up planning process to ensure that the AOA has an achievable action plan.
- With supervision from the Board, prepare funding requests and reports to funding agencies, ASRPWF, AGLC etc.
- Help draft the AOA budget.
- Administrative tasks such as: book keeping, payroll, report to societies branch, membership database maintenance, collecting and paying insurance and levies, collecting event participation data etc.
- Technical tasks such as: organizing one or two training camps per year, recruiting foreign mappers and dealing with the government on temporary foreign worker permissions, organizing coaching and officials training, sanctioning events and producing the provincial orienteering schedule etc.
- Member communications such as: maintain and regularly update the association's website, edit and publish the association newsletter, email special event information to members, maintain the on line membership renewal and event registrations through Sporg.com etc.
- Receive and respond to requests from the public related to orienteering.

The successful applicant must have the education and experience needed to carry out the technical and administrative tasks outlined above. Strong computer skills are essential. Enthusiasm for and an understanding of the sport will be considered a great asset. The position could be shared by two suitably qualified people working as a team.