



ORIENTEERING C A N A D A

COURSE D'ORIENTATION C A N A D A

Employment Opportunity

Post date:	November 12, 2019
Application deadline:	November 18, 2019
Start date:	As soon as possible
Opportunity Title:	Orienteering Canada High Performance Manager
Location:	Approved home office
Status:	Part time, hourly, contract

About Us:

Orienteering Canada is federally incorporated as a not-for-profit corporation and is a Registered Amateur Athletic Association under the Income Tax Act. The organization has about 7,000 members and operates within a budget of approximately \$70,000. Orienteering Canada works with provincial and territorial member association sport partners and the affiliated member orienteering clubs to deliver and coordinate programs and services to its membership and to advance the sport of orienteering across the country.

The Opportunity:

Our High Performance Manager is accountable for managing the daily administrative functions of the High Performance Committee (HPC) and acting as a spokesperson for the HPC when so delegated. In this role, you will be accountable to the Orienteering Canada Board of Directors with the Executive Director providing general oversight.

As our High Performance Manager, you will manage the High Performance Committee, coordinating and tracking tasks and deadlines using databases and other electronic tools. Your role is key to organizational consistency through the coordination of annual committee processes, such as manual revision, High Performance Program application and selection, coach recruitment and review. The High Performance Manager also takes a lead in maintaining HPC communications and budgeting functions.

About You

Our ideal candidate will possess the following skills, knowledge and abilities:

- 2-5 years of involvement in the sport of Orienteering

- Completion of high school (or equivalent), with post-secondary education being an asset
- Proven ability to work within a team environment
- Excellent interpersonal skills with the ability to communicate with volunteers, stakeholders and athletes
- Previous experience with website updating, particularly Wordpress would be considered an asset.

Please note:

An opportunity may exist for expansion of the contract to include aspects of Sport Development. Responsibilities in this area would include development, delivery and alignment of events and projects, as well as collaborative development initiatives with PTSOs and clubs.

As a result, the following knowledge, skills and abilities would be considered assets in this role:

- Ability to collaborate with a variety of stakeholders at all levels of sport
- In depth knowledge of Orienteering Canada's LTAD model
- Keen interest in sport development and knowledge of sport delivery in Canada

Application details

Orienteering Canada
1239 Colgrove Avenue NE
Calgary, Alberta, Canada T2E 5C3

Email (in confidence): tracyorienteering@gmail.com

Visit: www.orienteeing.ca

One (1) position available. Orienteering Canada will conduct interview after the application deadline. Forward cover letter and resume by email only, **no phone calls please** to the above contact by November 18, 2019. Orienteering Canada thanks all applicants but will contact only those who will be invited for an interview.