



NOVA SCOTIA 2015 CANADA GAMES FIGURE SKATING TEAM

JOB DESCRIPTION – TEAM MANAGER

Reporting directly to the Chairperson of the Canada Games Management Committee, the role of the Team Manager will be to provide leadership and logistical support to the athletes, coaches and parents of the Nova Scotia 2015 Canada Games Figure Skating Team. The term of this volunteer position will run from (August 1st 2014) until the completion of all post-Games responsibilities, (April 30st 2015). The performance of the Team Manager will be subject to ongoing evaluation by the Canada Games Management Committee and continuation in the position will be dependent upon performance. A coach may apply for this position **if** they are Level 3 certified. The successful candidate will require a Criminal Record Check and Child Abuse Registry Check.

QUALIFICATIONS

- Must have proven ability to communicate effectively in both verbal and written formats.
- Must have proven problem-solving abilities.
- Must have proven ability to develop and implement plans on time and within budget.
- Must have proven ability to complete administrative tasks in a timely manner.
- Must have proven ability to multi-task in an efficient manner with minimal supervision.
- Must have good working knowledge of the sport of figure skating and the Skate Canada Rules, as to how they pertain to competition.
- Be a registered member in good standing with Skate Canada.
- Must have flexible personal schedule to ensure availability as required.

DUTIES AND RESPONSIBILITIES

Communications

- Enable the development of a positive rapport with skaters, coaches, parents, Team Nova Scotia Mission Staff and the Chairperson of Skate Canada Nova Scotia Canada Games Committee.
- Understand, communicate, and conduct herself/himself at all times by the 2015 Canada Games Team Mandate in her/his dealings with all athletes, coaches, parents and officials.
- Facilitate communication between coaches, athletes, parents, 2015 Canada Games Management Committee, Canada Games Management Group, Skate Canada Nova Scotia Canada Games Committee and Mission Staff.
- Facilitate communication with media for results, feature interviews, and a heightened awareness of the team provincially before, during and after the Games.
- Communicate all seminar schedules and arrangements to all athletes, coaches and parents in a timely manner.
- Serve on the Canada Games Management Committee and attend meetings when required.

Problem Solving

- Identify issues relating to athletes, coaches and parents in a proactive manner and resolve through mediation and communication.

Planning

- Co-ordinate all 2015 Canada Games Figure Skating Team functions, in coordination with the coaches, and Skate Canada Nova Scotia.

Administrative

- Facilitate and ensure that all required documentation is processed within established deadlines.
- Respond to administrative needs of skaters and coaching staff as required.
- Ensure that all team members, including coaching staff, are aware of, and participate in all Canada Games functions.
- Attend all mandatory Canada Games seminars, meetings etc.
- Attend the 2015 Canada Games in Halifax and carry out all manager and chaperoning functions necessary at the Games.
- Participate in post Games reports and help develop and implement recommendations for future Games.

During Canada Games

- The manager and coaches are responsible and available for the athletes 24 hours a day from the time of departure to the Canada Games on February 20th until its conclusion on March 2nd.
- You are responsible for all health information and emergency contacts for all athletes and coaches.
- Responsible for attending Team Manager meetings and sharing information as necessary.
- Confirm with skaters on a daily basis their travel, practice and competition schedules, along with their wake up and meal times.
- Have daily contact with the assigned Mission Staff and collect mail at both the Mission Office of Team Nova Scotia and the Competition Venue
- Liaise with media as required.
- In the event of unacceptable behavior, you are expected to determine and administer the appropriate disciplinary measures and record such incidents in writing, signed by all parties involved.