



## **NOVA SCOTIA 2027 CANADA GAMES FIGURE SKATING TEAM**

### **JOB DESCRIPTION – TEAM MANAGER**

The Team Manager reports 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 2027 Canada Games Figure Skating Team. The term of this volunteer position will run from May 2026 until the completion of all post-Games responsibilities, April 2027. 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 Provincial (Level 2) certified. The successful candidate will require a Criminal Record Check and Child Abuse Registry Check.

### **QUALIFICATIONS**

- Strong communication skills in both verbal and written formats
- Requires problem-solving abilities
- Essential skills to develop and implement plans on time and within budget.
- Complete administrative tasks in a timely manner
- Needs to have the 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 at the Canada Games
- Be a registered member in good standing with Skate Canada
- Must have flexible 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 themselves according to the 2027 Canada Games Team Mandate in their dealings with all athletes, coaches, parents, and officials.
- Facilitate communication between coaches, athletes, parents, 2027 Canada Games Management Committee, Canada Games Management Group, Skate 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 2027 Canada Games Figure Skating Team functions, in conjunction with the involved coaches, and Skate Nova Scotia

### **Administrative**

- Facilitate and ensure that all required documentation is completed 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 2027 Canada Games in Quebec City 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.
- Any additional requirements that may be required by the 2027 Canada Games Management Committee

### **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 March 06 to March 13, 2027

- 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 daily their travel, practice, and competition schedules, along with but not limited to their wake up and mealtimes.
- Have daily contact with the assigned Mission Staff
- Liaise with media as required
- In the event of unacceptable behavior, are expected to determine and administer the appropriate disciplinary measures according to the Canada Games Guidelines

**All Applications are to be emailed to [skatecanadans@sportnovascotia.ca](mailto:skatecanadans@sportnovascotia.ca) no later than May 01, 2026.**

Successful candidates will be announced by May 13, 2026.