



Team Manager, Junior National Team

Ringette Canada is seeking a highly motivated, organized and responsible team manager for our Junior (under 21 years old) National Team.

The Junior National Team Manager will work collaboratively assisting Ringette Canada and the Junior National Team Head Coach in the communication, organization, planning and preparation of the Junior National Team as they train for the 2019 World Ringette Championships being held in Burnaby, BC.

The ideal candidate will have a sound knowledge and understanding of competition at the national and international level (ringette preferred, but not essential), excellent organizational and coordination skills. He or she should also possess strong communication skills, and be someone who can create an efficient and calm working environment.

Team Manager Responsibilities

The Junior National Team Manager is responsible for assisting in the development and execution of Junior National Team event plans. The successful candidate will work with, assist and support the efforts of, the Director of High Performance and Events, the Manager of High Performance & Athlete Services, and the Head Coach of the Junior National Team.

The Junior National Team manager is responsible for the administration and management of the team, as well as the welfare of all team members at training and competition.

The ideal candidate will be outgoing, organized, highly motivated and a team player; he or she will possess leadership skills and a strong desire to meet expectations.

Duties

In fulfilling his or her duties, the successful candidate will reflect Ringette Canada's "I CARE" values:

- o **I**nnovation – We invest wisely. We take chances and manage risks. We are stewards of the game.
 - o **C**ollaboration – We are in this together. We include diverse perspective to enrich our experience. We purposefully create a safe and welcoming work environment.
 - o **A**ccountability – When we live our values, we manage and lead with integrity. We operate with transparency and communicate proactively. We take responsibility for our actions and lean from our mistakes.
 - o **R**espect – For the game. For the rules. For our heritage. For each other.
 - o **E**xcellence – We demand quality. We offer world leading programs and services. We bring our best to each situation.
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- Liaise with the Manager, High Performance & Athlete Services, Team Canada athletes and Team Canada staff to ensure all are appropriately informed of training and competition logistics;
 - Ensure all pre-planned logistics at camps and competitions are executed using the established checklist with regards to the operations of the National Team program/team - this includes pre, during and post event;
 - Games/tournaments - home and away on-site logistics;
 - Lead day to day on-site logistics of training/competing for high performance events. Examples of logistics include, but are not limited to: team set-up, photocopies and printing, athlete registration, venues, equipment, safety, purchasing of goods and athlete check-out;
 - Transport athletes & staff to/from event venues;
 - In cooperation with the Manager of High Performance & Athlete Services, maintain staff and athlete profiles.



- Maintain the inventory of on-site apparel;
- Attend applicable meetings regarding athletes, coaches and/or staff;
- Any other items/areas as discussed & requested.

Important Dates

While most of the work will be completed remotely, the Team Manager is expected to attend the following events in their entirety (these dates include travel days):

- Junior National Team Selection Camp: May 15-20 in Ottawa, ON
- Junior National Team Training Camp: August 30-September 2 in Sherwood Park, AB
- Junior National Team Training Camp: October 10-14 in Burnaby, BC
- World Ringette Championship Centralization Camp & Competition: November 22-December 1 in Burnaby, BC.

Skills, Experience & Requirements

- A. Experience
 - a. Experience in a team leadership role is required.
 - b. Experience in organizing team camps and competition logistics is an asset.
 - c. Experience working with high performance athletes is an asset.
- B. Language
 - a. Bilingualism (English and French) is a definite asset but not a requirement.
- C. Competencies & Other Requirements
 - a. Sound computer skills. Must be comfortable with the G-Suite (Gmail, Docs, Forms, etc).
 - b. Strong interpersonal and oral communication skills, including the ability to effectively liaise with athletes, team staff and administrators.
 - c. Ability to troubleshoot and problem solve.
 - d. Must have access to a cell phone with data capabilities.
 - e. Clear police record check with vulnerable sector verification.
 - f. Hold a valid driver's licence and provide a driver's abstract.
 - g. Ringette Canada Manager Certification (must be acquired by May 1, 2019).

Location: The successful candidate will work remotely. There is no requirement to work from the Ringette Canada office in Ottawa.

Work Commitment: This position requires the Team Manager to work approximately 5 hours per week on average, unless travelling during the dates outlined above.

Compensation:

An honorarium will be provided for this position.

Travel, accommodation and meal per diem provided by Ringette Canada for events.

Interested candidates may submit their resume to teamcanada@ringette.ca by **4pm EST on Friday, March 22, 2019**. Please indicate the position you are applying for in the subject line.

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