



JOB POSTING

Technical Manager – Operations (PART TIME)

ABOUT US - Athletics Alberta is the registered not for profit amateur sport organization and the provincial governing body for three separate disciplines; Track and Field, Road Running and Cross-Country Running. As a provincial branch member of Athletics Canada, Athletics Alberta has the responsibility to promote, coordinate, sanction, and deliver programming at all levels for Track and Field, Road Running, and Cross Country running in the province of Alberta. We are looking for a Technical Manager-Operations who is an excellent communicator who is detail oriented, well organized, and able to thrive in a dynamic fast paced sports environment.

ABOUT YOU - Do you have an educational background in Kinesiology along with a fundamental understanding of Athletics (track and field, road running and cross country running)? Are you a task master with specialized skills in operational logistics and event management/execution? Do you have a passion to build a dynamic new direction in sports administration? If this brief description sparks your interest, please consider submitting your application for the position of **Technical Manager- Operations** with Athletics Alberta.

JOB OVERVIEW - **The Technical Manager -Operations (Part Time)** reports to the Executive Director and is responsible for developing and implementing the technical programs associated with scheduling the annual calendar congress, managing the Athletics Alberta teams, annually and coordinating the execution of Athletics Alberta's annual events (track meets, XC meets Road races and timing services). The TM-O also facilitates Board and Committee technical planning policy development, and communication with the VP programs.

Position Details:

- Location: Edmonton
- Employment Type: Part time
- Start Date: November 23rd, 2020
- Salary and Benefits: Competitive salary to commensurate with experience, plus comprehensive benefits package.

Skills and Qualifications

- Excellent communication and administrative skills.
- Experience in working with volunteers and professionals.
- **Technical knowledge of Athletics (track and field, Cross Country and road running) is strongly recommended.**
- Knowledge of the provincial, national, and international sport delivery systems.
- Good interpersonal skills required to effectively interact with the Board, staff, volunteers, members and the community.
- Ability to interpret policy into action.
- Ability to analyze problems and opportunities within the Association and its technical environment.
- Leadership and organizational skills.
- Initiative and ability to work independently.
- Computer literacy.
- Written and verbal communication skills, presentation skills.



Duties and Responsibilities

1. Program Management

- a) Coordinates the Association's ongoing technical programs as per policy and with the approval of the Programs Committee including: Provincial track meets, calendar congress, team management (Legions, Canada Summer Games and Alberta Summer Games), association equipment management and the booking and delivery of Athletics Alberta road timing services.
- b) Assesses the impact on the Association programs.
- c) May serve as the Board's designate on Association meet organizing committees for Provincial and National Championships, and International competitions held in Alberta if so designated.
- d) Regularly sends all completed NCCP forms to their appropriate person in charge and keeps up to date files of all activities with Athletics Canada.
- e) Keeps the Athletics Alberta membership coordinator informed as it relates to events, teams, travel and equipment.
- f) May prepare technical staff work plans and monitor technical staff progress as directed by the Executive Director.
- g) Keeps all staff regularly informed of status and developments related to the technical program operations.
- h) Informs staff of all technical meetings and immediately reports on their progress.
- i) Implements the Association's personnel policies and programs for coaches and official's development.
- j) Selects and monitors the Association's inventory of technical equipment and competition supplies.
- k) Responsible for coordinating the bookings of all track and field equipment with the office manager and must ensure that equipment is charged/ in good working order/ available before being sent out. Ensures the Office Manager is aware of all bookings.
- l) Informs the Office Manager in writing about meet supplies to be invoiced (and any other meet fees associated with a track event) in order that invoicing is kept up to date.
- m) Maintains Association's technical equipment and ensures that it is returned in good working order when provided to clubs.

2. Policy Development

- a) Liaises with the VP of Programs, their Committee, and the Executive Director, to research and draft operations policies for Board approval in areas **relating** to technical programs of the Association.
- b) Interprets technical policies to the Association's membership, staff, and to the general public.
- c) Monitors the Association's sanction policy to ensure it is enforced, current and appropriate to meeting the Association's objectives.
- d) Annually manages the tracking and fulfilment of the volunteer hours required by member clubs as outlined in the Athletics Alberta Club Policy.

3. Financial Management

- a) The Technical Manager- Operations in conjunction with the Executive Director will assemble the annual operational programs budget.
- b) Management of the TM-O annual budget.



4. Planning

- a) Research new programming directions & opportunities.
- b) Coordinates the preparation of the technical areas of the Association's planning document in conjunction with the Executive Director, board, committees and other Association staff.
- c) Monitors and evaluates the implementation of the Association's technical operational plans.

5. General

- a) Attends, as an ex officio member the personnel committee and programs committee meetings, as well as board and general meetings of the Association as requested.
- b) Contributes to the preparation of the programs committee meeting agenda's, in consultation with the Programs Committee Chairperson, and maintains accurate minutes of all programs committee meetings.
- c) Any further duties and responsibilities as assigned by the Executive Director.

HOW TO APPLY:

The deadline to submit your application is November 13th. **Please submit a cover letter** telling us about yourself and your interest in the position **along with a resume** to James Rosnau (Executive Director) at jamesrosnau@athleticsalberta.com. We thank all applicants in advance for their interest but only those selected for an interview will be contacted.