



## Skate Canada British Columbia/Yukon Section – High-Performance Program Manager

### Job Title

High-Performance Program Manager

### Job Summary

In alignment with Skate Canada British Columbia/Yukon Section's vision, mission and values, the High-Performance Program Manager will lead the development and execution of the Section's high-performance program. Relationship building is a key component to the success of the high-performance program and the Program Manager is the common denominator between all partners. The successful candidate must create and manage these relationships to ensure that everyone involved in the high-performance goals of the athlete(s) is organized and aligned. The High-Performance Program Manager will be the first point of contact for athletes, coaches and partners associated with high-performance skating in the British Columbia/Yukon Section.

In collaboration with the Executive Director, Director of Operations and the Skater Development Committee, the successful candidate will work alongside experienced leaders while developing strong working relationships within the high-performance community.

### Responsibilities and Duties

The High-Performance Program Manager will:

- Develop and execute a high-performance program with clear metrics.
- Ensure consistent communication with coaches to provide coordinated monitoring, which is aligned with the yearly plan of the athlete(s).
- Design, execute and analyse high-performance programming for athletes and coaches.
- Monitor and track podium pathway athletes in all disciplines.
- Use metrics and analytics to continuously improve the quality of programs.
- Coordinate and attend monitoring sessions with officials, coaches and athletes.
- Lead seminars and event planning aimed at supporting the high-performance program.
- Lead British Columbia/Yukon teams at applicable competitions and events.
- Write and manage applications and grants for applicable government partners.
- Represent the Skate Canada British Columbia/Yukon Section on applicable Section and National committees.
- Attend Section board meetings, including Skater Development Committee meetings.
- Contribute to initiatives that enhance skating programs at the club, region and section level.
- Perform other duties as assigned.

## **Qualifications and Skills**

The High-Performance Program Manager will bring:

- Required experience as an international and/or national competitor (ideally in more than one discipline); and/or
- Recent experience as a national level coach and/or technical specialist.
- Recent experience in a leadership capacity is an asset.
- Recent experience working with volunteers, including volunteer committees.
- Demonstrated skills in administration, including developing reports and completing athlete tracking.
- Demonstrated skills in developing and using spreadsheets.
- Demonstrated communication and conflict management skills.
- Demonstrated skills in developing and delivering effective presentations.
- Demonstrated skills in developing and implementing project plans.
- An ability to attain a Section level technical specialist promotion in at least one skating discipline.
- An ability to develop a sound technical understanding of all four skating disciplines.
- Current membership with Skate Canada.
- Current Respect in Sport certification.
- A demonstrated commitment to Diversity, Equity, Inclusion and Accessibility.

## **Reporting**

- The High-Performance Program Manager will report to the Executive Director, Skate Canada British Columbia/Yukon.

## **Work Environment**

- Work in a fast paced, collaborative environment.
- Work locations vary and will include office, home and athlete training centres.
- Must be able to manage multiple and competing priorities.
- Travel and work on weekends to support competitions, seminars and monitoring.
- Must have a valid driver's license and vehicle.

## **Work Hours, Salary and Benefits**

This is a full-time position with flexible working hours to meet the objectives of the role. Time in lieu is provided for work that is completed on weekends.

Salary and benefits will be commensurate with experience. Skate Canada British Columbia/Yukon offers employees contribution matching to an RRSP of their choice.

Team members are also supported with ongoing professional development. This role will be supported with mentorship from experts in the field.



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### **Equity, Diversity, Inclusion and Accessibility**

Skate Canada British Columbia/Yukon is committed to creating a diverse, equitable and inclusive skating community. More information on the actions our Section is committed to taking can be found on the [Skate Canada](#) website.

Skate Canada BC/YT acknowledges that it is situated on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh Nations.