



## **WRESTLING CANADA LUTTE HIGH PERFORMANCE MANAGER**

### **ABOUT WRESTLING CANADA LUTTE:**

Wrestling Canada Lutte (WCL) is the national sport governing body for Olympic style wrestling in Canada. Working in collaboration with our partners, WCL supports the development and growth of wrestling in Canada. Among its responsibilities, the association selects and prepares Canada's teams that participate in international competitions including Continental Championships, World Championships and major multi-sport Games (ie. Olympic Games).

### **THE POSITION:**

WCL is seeking a High Performance Manager (HPM) who has a true passion for Olympic sport with a proven track record of supporting successful high performance programs. As a member of the HP team, the HPM will work in close collaboration with the High Performance Director (HPD) and in concert with WCL staff members, advisory committees and key stakeholders to facilitate the delivery of a world-class high performance program and help foster and sustain a culture of performance excellence.

More specifically, the HPM is responsible for supporting the High Performance Director (HPD) with executing WCL's high performance plan, including managing and operating WCL's high performance and NextGen programs (senior, U23, junior, and cadet national teams).

### **LOCATION:**

The position is based in Ottawa at the National Office. Allowances for remote / virtual work will be considered during COVID-19.

### **WORKING CONDITIONS**

This is a full-time position with an available benefits package as outlined in the WCL Human Resource policies. Some travel required domestically and internationally.

Salary will be commensurate with experience.

### **ORGANIZATIONAL SCOPE:**

The HPM has the authority to act and take measures that are necessary in the daily operation of the association's high performance programs within the parameters of approved policy and the annual operating budget for the Association.

### **REPORTING STRUCTURE / SUPERVISION:**

The HPM reports and is accountable to the HPD. The HPM also liaises closely with the IST Manager, coaches, athletes, other WCL staff, and WCL's High Performance Advisory Committee (HPAC). The HPM may have a supervisory role with other WCL staff (TBD).





## **KEY RESPONSIBILITIES:**

### **1. Athlete Services**

#### Athlete Assistance Program:

- Manage the development of AAP carding criteria.
- Liaise with Sport Canada on all AAP related matters.
- Ensure athlete compliance and manage all AAP related matters.

#### Anti-Doping Program:

- Liaise with the CCES on all anti-doping related matters.
- Ensure athlete compliance (eg. Whereabouts) and manage all anti-doping program related matters.

#### Funding Grants and Nominations:

- Liaise and manage HP funding and grant programs (eg. Investors Group, Petro-Canada Excellence Awards, etc.)
- Other, as necessary

### **2. HP Program & Events Management**

#### International Team Programs:

- Manage the development and implementation of International Team policies and agreements
- Manage international team selection and oversee the delivery of all aspects of international team programming (team logistics)
- Support logistical functions and team operations for major Games

#### IST Delivery:

- In collaboration with the IST Manager, manage the delivery of all aspects of IST support
- Support the IST Team in delivery of their functions including follow-through from meetings

#### Events Management:

- Gold Medal Profile (GMP) Camps
- International Team Camps (domestic)
- Event support at WCL Canadian Championships
- Other, as directed

#### HP Program:

- Support the HPD in PTSO/NSO alignment of HP activities

### **3. HP Program Administration & Planning**

- Support the HPD in the development of HP annual and quadrennial plans, including OTP review



- Prepare HP program reporting documentation to WCL stakeholders
- Assist in the preparation and monitoring of HP budgets
- Support the HPD in the development and implementation of HP program accountability measures, including the development and implementation of a monitoring and evaluation framework for the HP system (athletes, coaches, IST, etc.)

#### **4. Other Duties:**

- Perform other duties as requested

#### **EDUCATION, EXPERIENCE and SKILLS:**

- Post-secondary education in Sport Science, Sport Management, Business Administration or other relevant field
- 3-5 years experience in a high performance sport role
- Proven organizational, management, administrative and financial skills, with the ability to deliver on objectives and performance targets
- Demonstrate strong communication and interpersonal skills, with the ability to lead and take initiative when addressing challenges
- Ability to effectively organize multiple tasks and projects to meet deadlines.
- Execute sound judgement in decision-making
- Ability to work collaboratively as a member of a team in the pursuit of common goals; ability to build positive relationships with a wide variety of stakeholders and partners
- Knowledge of the Canadian High Performance Sport System including Sport Canada, Own the Podium, the Canadian Olympic Committee and National Sport Institutes
- Having the ability to work effectively in both English and French is an asset

#### **HOW TO APPLY:**

If you believe you have the required qualifications and have a passion for sport, please submit your resume, covering letter, and salary expectations, in confidence, to the Executive Director ([tamara@wrestling.ca](mailto:tamara@wrestling.ca)) by February 4<sup>th</sup>, 2022. Please indicate “HIGH PERFORMANCE MANAGER” in the subject line of your email.

This application deadline may be extended at the discretion of WCL. We thank all candidates in advance. However, only qualified candidates will be contacted and invited to interview. Interviews are tentatively scheduled for the week of February 21<sup>st</sup>, 2022. Candidates would ideally be able to begin duties on March 1<sup>st</sup>, 2022 or sooner.

*WCL is committed to creating an inclusive and diverse work environment as an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. If you require an accommodation, we will work with you to meet your needs.*

*THIS POSITION IS MADE POSSIBLE WITH FINANCIAL SUPPORT FROM THE GOVERNMENT OF CANADA.*