



## **WRESTLING CANADA LUTTE PROGRAM COORDINATOR, NATIONAL TEAM, EVENTS & ADMINISTRATION**

### **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 (i.e. Olympic Games).

### **THE POSITION:**

Working in a team environment, the Program Coordinator, National Team, Events & Administration Coordinator ("Program Coordinator") will provide various program and event coordination, as well as administrative support.

### **LOCATION:**

The position is based in Ottawa at the National Office with some considerations for remote work on a periodic basis.

### **WORKING CONDITIONS:**

This is a full-time position with an available benefits package. Ability to work weekends and evening hours is expected given the nature of the position. Some travel may be required for successful delivery of responsibilities.

### **ORGANIZATIONAL SCOPE:**

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

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

The Program Coordinator will report directly to the High Performance Director and collaborates closely with the High Performance Manager and other support staff for National Team responsibilities. The Program Coordinator will also report directly to the Executive Director for Events and Administration support responsibilities.





## KEY RESPONSIBILITIES:

### 1. National Team Program Support

Under the direction of the High Performance Director, support the delivery and operations of the following National Team Program (High Performance, NextGen, Senior, U23, Junior, Cadet) elements:

- Team logistics:
  - Coordinate logistics for all domestic and international national team competitions and activities, for all participants (athletes, coaches, officials & other support staff). This includes event registration, research and booking travel, as well as all related on-the-ground logistics.
  - Provide on-the-ground support at domestic national team activities, including training camps, competitions, planning and debrief meetings.
  - Communicate and correspond with all participants prior to, during and following national team competitions and activities.
  - Financial monitoring of all related national team competitions and activities, including pre-participation invoicing.
  - Liaise with event related partners and stakeholders.
  - Maintain uniform inventory and work with WCL staff to ensure availability for upcoming events.
- Anti-doping:
  - Coordinate the CCES National Athlete Pool and Registered Testing Pool requirements.
- CAIP (Canadian Athlete Insurance Program):
  - collection of necessary forms from athletes
  - submission of claims
  - GAP travel insurance
- General Administration:
  - Provide administrative support to HPD, HPM and IST Manager.
  - Provide general athlete assistance with Kinduct (athlete monitoring system)
- HP Newsletter

### 2. Event Support

Under the direction of the Executive Director, support the delivery and operations of WCL's national and international sanctioned events:

#### WCL Sanctioned Events (Canadian Trials, Championships and Canada Cup)

- Maintain an annual calendar of domestic events.
- Oversee implementation of event hosting MOUs.



- In conjunction with host organizing committee(s), plan and coordinate all aspects of event hosting. This includes event budgeting, registration & eligibility tracking, technical package, results, research and booking travel, as well as all related on-the-ground logistics.
- Communicate and correspond with all participants prior to, during and following the events.
- Serve as the NSO liaison to host organizing committees.
- Support in the logistical preparations of WCL's Annual Meeting.
- Serve as staff support on Events & Hosting Advisory Committee.

#### U SPORTS

- Coordinate all aspects of WCL's participation in the U SPORTS Wrestling Championships, including coordination of officials' logistics.

#### Canada Games

- Liaise with Canada Games Council regarding the preparation of the Technical Package. Serve as the NSO liaison to the organizing committee.
- Coordinate all aspects of WCL's participation in the Canada Summer Games, including coordination of event logistics.

#### Officials Support

- In conjunction with the Canadian Association of Wrestling Officials (CAWO), oversee the completion of WCL's rulebook revisions.
- In conjunction with CAWO, oversee staffing of officials for WCL sanctioned domestic events.

### **3. National Office Administration Support**

- Monitor WCL's general inbox and telephone and direct to the appropriate staff person and respond to general inquiries.
- Coordinate National Office operations:
  - incoming and outgoing mail
  - office supplies & WCL inventory
  - office hardware & software
  - WCL liaison with the RA Centre's House of Sport
  - maintain office files & WCL service agreements
- Oversee WCL's new database (TBD), including tracking of safe sport, education and other maintenance timelines for eligibility and re-certification.
- Provide general administrative support to the Executive Director

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

- Assist in general day-to-day operations, as required
- Perform other duties as requested



*NOTE: The job description is not to be considered as exclusive or exhaustive. It is intended as an outline of the position's responsibilities and may evolve and be amended with the changing needs of the Association.*

**EDUCATION, EXPERIENCE and SKILLS:**

- Post-secondary education with a degree in sport administration, business or other relevant field is an asset
- 2-5 years related field experience is an asset
- 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 with attention to detail to meet deadlines
- Execute sound judgement in decision-making and problem-solving
- Ability to work collaboratively as a member of a team in the pursuit of common goals and build positive relationships with a wide variety of stakeholders and partners
- Customer service oriented
- Proficiency in various IT technologies and software (eg. Microsoft Office)
- Having the ability to work effectively in both English and French is an asset
- Specific knowledge of competitive wrestling is an asset but is not required

**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 June 3<sup>rd</sup>, 2022. Please indicate "PROGRAM COORDINATOR" 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 June 13<sup>th</sup>, 2022. Candidates would ideally be able to begin duties end of June 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.*

