



## **Ontario Amateur Wrestling Association High-Performance Manager**

### **Employment Type: Full Time Salaried Contract - Fixed term contract**

Reports to: Executive Director

Location: Toronto, with remote work being a consideration

### **NATURE & SCOPE**

Ontario Amateur Wrestling Association (OAWA) is the Provincial Sport Governing body whose purpose is to grow, promote and govern the sport of amateur wrestling in Ontario. OAWA works with coaches, officials, athletes, wrestling clubs as well as various levels of Government to foster the growth and development of the sport of amateur wrestling throughout Ontario.

### **POSITION SUMMARY**

The High-Performance Manager will report directly to the Executive Director. They will play a key role in leading the OAWA in the design, integration, and application of a high-performance strategy by providing every athlete with the skills to achieve his or her full potential. The High-Performance Manager will do this by supporting and guiding local clubs throughout Ontario in developing and delivering a province-wide sport development program to support wrestlers, coaches, and officials.

The High-Performance Manager shall coordinate, plan, administer and effectively implement the activities associated with athlete development for Athletes in the Train to Train and Train to Win stages of the LTAD model ensuring a consistent and best-in-class approach. The High-Performance Manager will develop strategies and action plans that will align with the sport system in Ontario as well as the High-Performance Pathway set out by Wrestling Canada Lutte

### **KEY RESPONSIBILITIES (To include but not limited to):**

- Responsible for the interpretation and implementation of OAWA's policies as they relate to the development of a High-Performance program.
- Develop and execute new programs designed towards enhanced athlete development, retention, and revenue generation.
- Work with Wrestling Canada Lutte ensuring alignment with the National High-Performance Program
- Responsible for the development, organization of clinics/camps for Grassroots and High-Performance wrestlers as required.
- Liaise with Club, and University Head Coaches as needed, in relation to the development of Ontario High Performance Athletes.
- Oversee the OAWA NCCP program for all coaches

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- Manage the Annual OAWA Super Weekend and Coach Development workshops as needed
- Consult with and assist the Ontario Amateur Wrestling Officials' Association on design and delivery of programs to recruit and develop officials.
- Collaboration with Executive Director and sponsorship committee to champion fundraising and sponsorship opportunities
- Assist and act as a resource to club coaches in developing effective annual training plans and provide ongoing support in the implementation of the training plans and club programs.
- An active member of the OAWA's High Performance Committee in partnership with the VP of Technical.
- Attend all Provincial and National Championships as well as out of province competitions and events that target high performance.
- Assess OAWA's current state as it relates to the Long-Term Athlete Development model and develop a strategy along with tools and materials to improve athlete development and growth within the sport.
- Attend all OAWA related meetings/workshops, including the annual general meeting, planning meetings/workshops, and bi-weekly staff meetings.
- Attend Board of Director meetings, and committee meetings as required.
- Gives leadership to the development of all Games programming including Ontario Winter Games and Canada Summer Games programs.
- Drives the selection process of the Canada Games Coaching Staff including the development of job descriptions.
- Leads the Canada Games program including the develop of the program budget, athlete development and the post-Games reporting on the program.
- Support the OAWA Carding Selection Committee, including communicating the decisions of the Committee on the OAWA Carding Selection Criteria to the OAWA Executive Director, Board of Directors, and Members.
- Active involvement in the budgeting cycle, as it pertains to Grassroots and High-Performance related activities. This includes submitting a budget for approval and maintain accurate records of expenditures throughout the year, for programs and projects.

### **KNOWLEDGE AND SKILLS:**

- The selected candidate will have a combination of suitable Knowledge and Skills to perform the job and ideally shall include the following:
- Strong communications skills both written and verbal are required.
- Excellent client relation skills are required.
- Must be able to work under pressure and on various projects simultaneously and autonomously.
- Ability to work independently, as well as within a team environment with staff and volunteers.
- Ability to meet deadlines and collaborate across departments is essential.
- Strong attention to detail and the ability to communicate effectively both verbally and in writing are required.
- Excellent administrative skills.
- Understanding of outreach and relationship management strategies with key stakeholders.
- Self-directed with the ability to think strategically.
- Excellent interpersonal skills and a strong customer service approach.

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- Excellent-proof reading skills.
- Excellent writing skills with the ability to tell compelling stories and leverage impact data for strong proposals.
- Excellent organizational and time management skills with the ability to meet strict deadlines and manage multiple priorities simultaneously.
- Strong skills in relationship management
- Not for profit experience an asset.

### **QUALIFICATIONS:**

The selected candidate will have a combination of suitable education and experience to perform the job and ideally shall include the following qualifications:

- 5+ years' experience leading sport programs in a high-performance coaching role
- Minimum of NCCP Competition Development in-training, training to be completed within a 1 year of being hired.
- NCCP Core Learning Facilitator & Coach Evaluator Training (beneficial, but not required)
- Degree or diploma from a Post Secondary education in Physical Education, Recreation Administration OR equivalent knowledge and experience in the field is preferred.
- Wrestling specific knowledge as well as knowledge of the sport systems and programs in Ontario
- Experience in leadership positions with the ability to lead people successfully to achieve desired goals
- Experience working with G-Mail and in a Google workspace environment
- Proficiency with computer applications for drafting proposals, as well as publishing/designing communications materials
- Intimate knowledge of relevant industry standards and practices including knowledge of the high-performance pathways in Ontario and Canada
- Excellent skills in program design, implementation, and management
- Strong leadership, organizational, interpersonal skills
- Sound judgment and ability to handle matters of confidential and sensitive nature.
- Highly developed communication skills, both oral and written, at all organizational levels
- Demonstrated experiences and understanding of program development and evaluation methodologies.
- Demonstrated ability to develop and maintain solid internal and external relationships.
- Demonstrated ability to bring people together towards a common goal.
- Experience with a non-profit sport sector and volunteer community is an asset.
- Ability to travel and work flexible work hours.
- Excellent skills in budgetary planning & management
- A self-starter with the ability to work with limited supervision.
- Bilingualism would be an asset, but not necessary.
- Commitment to respecting diversity and demonstrating inclusive behaviour, responding with sensitivity and self-awareness to the unique needs of colleagues and members, including visible and non-visible dimensions of diversity.

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### REMUEARATION STRUCTURE

We offer a competitive salary, comprehensive benefits, and professional development opportunities. Salary will be commensurate with experience and qualifications.

### APPLICATIONS INSTRUCTIONS

All interested applicants should electronically submit their resume, including cover letter, ensuring that the applicant demonstrates how they meet the mandatory qualifications of the position **by August 4, 2023** to [admin@oawa.ca](mailto:admin@oawa.ca)

The OAWA values the diversity of people, and we strive to remove barriers to employment. As an equal opportunity employer, we invite applications from all qualified candidates including racialized people/people of colour, Indigenous Peoples, disabled people/people with disabilities and members of 2SLGBTQIA+ communities.

If we can make the recruitment process more accessible for you, please let us know when we reach out about a job opportunity so we can work with you to accommodate your needs.

Job offers are contingent upon the successful completion of a Police Records Check. Within the first four months and every three years thereafter, a Vulnerable Police Records Check is required.

OAWA only considers applicants who are legally entitled to work in Canada. We thank all applicants for their interest; however, we will only contact candidates who are selected for an interview.