



ARCHERY CANADA SEEKS HIGH PERFORMANCE MANAGER

Title: High Performance Manager
Type of Position: Full-Time Employee
Location: National Office (Ottawa) preferred but not a requirement.
Reports to: Executive Director

About Archery Canada

Archery Canada is the National Sport Organization responsible for the promotion and development of the sport of archery in a safe and ethical manner. Archery Canada supports the achievement of high performance excellence in archery in all categories and the development of a national archery infrastructure to promote archery participation across Canada in cooperation with the Provincial/Territorial Archery Associations.

General Description

The High-Performance Manager (HPM) leads the development and implementation of Archery Canada's High-Performance vision and strategies in collaboration with AC's Board of Directors and stakeholders. The HPM is responsible for managing and delivering Archery Canada's National Team programs, specifically on the Olympic, Compound and Paralympic target archery programs. To achieve this task, the HPM will collaborate with a team of coaches, advisory groups, and sport sciences & medical service providers. They will be the Archery Canada lead for the Athlete Assistance Program (AAP) and may represent AC in dealings with, Own the Podium, the Coaching Association of Canada, the Canadian Olympic Committee, the Canadian Paralympic Committee, World Archery, and other agencies with respect to high performance activities and programs.

Areas of Responsibility

High Performance Strategy and Management

- Assist the Executive Director, in the development of the strategic plan for all high performance able-bodied and para-archery target programs (HP Programs).
- Preparation of an annual international events calendar for all able-bodied and para-archery target programs.
- Provide annual evaluation of HP Programs against the Archery Canada strategic and operational plans and the implementation of adaptations to these programs brought on through results of detailed gap analysis
- Develop and monitor the yearly Recurve, Para and Compound program budgets providing updates and projections on a quarterly basis
- Assist in the reporting requirements to Own the Podium and the OTP annual review.
- Directly monitor the staff responsible for high performance programs
- Assist the Executive Director in the evaluation of the performance of all HP coaching staff.

- Collaborates with the Technical Advisory Groups for Compound Target, Recurve Target and Para Archery for program planning and development
- Ensure ongoing communication of related program initiatives with all AC stakeholders, participating in monthly meetings with PTSO representatives reporting on high performance programs, initiatives and KPI progress.
- Lead regular HP Program staff meetings.

High Performance Program Delivery

- Provide leadership in the development, communication and implementation of HP Program selection policies and Sport Canada AAP carding criteria
- Support HP Program staff with the implementation and evaluation of long-term training and competition plans for the national teams, and develop monitoring tools for annual and multi-year performance against objectives.
- Develop and implement a talent identification system to ensure a pipeline of high-potential athletes along the high performance pathway and podium results track
- Work with the IST to ensure that effective training, sport science and sport medical services are provided to national team athletes.
- Liaise with major games franchise holders (COC, CPC, other) to assist with planning and preparation of participation in major Games (Olympic, Pan Am, Paralympic and Para Pan Am Games, and World Championships).
- Manage the timely delivery and communication of all aspects of the domestic and international HP program to members of the national squads and teams.
- Monitor and report annually on athletes who receive athlete assistance funding
- Liaise as point of contact with Canadian Centre for Ethics in Sport and manage all aspects of the anti-doping program, including communication regarding registered testing pools, athlete compliance, and whereabouts information.

Coach Development:

- Liaise with the Coaching Association of Canada (CAC) on all matters related to coach education, development and budget.
- With the Chair, Coaching Sub Committee, take a lead in the planning, development and evaluation of the National Coaching Certification Program (NCCP) to align with HP Program needs
- Ensure ongoing updates and development of coach materials so that the coaching development pathway is relevant, up to date and reflective of current requirements, including standards identified by AC's technical leadership in support of achieving its high performance objectives

National Training Centre

- Working with Executive Director and HP Program Staff, ensure proper management, maintenance and operation of the National Training Centre(s)

Other Duties and Committees

- Chair the program Advisory Groups (Technical Leadership Pools) and submit quarterly reports to the Archery Canada Board of Directors
- Make recommendations on optimal National Team program information content released on Archery Canada's website, and social media accounts.

- Actively seek out and participate in the process for identifying any other funding opportunities to support HP Program needs.
- Attend national and international tournaments, training camps and meetings/forums as deemed required.
- Participate in Events, Rules or Judging sub-committee meetings when necessary.
- Engage with the Athlete Advisory Council to ensure that the voices of athletes are heard in a collaborative, professional and effective manner.
- Other duties as required by the Executive Director.

Qualifications:

- University degree or college diploma in sport management/sport administration or a related degree/diploma OR equivalent knowledge and experience in the field is preferred
- Experience in high performance sport programming and/or sport management
- Experience in sport program and project management
- Experience in budget design and management
- Experience in logistics coordination
- Experience with a national or provincial sport organization
- Background and knowledge in competitive archery is preferred but not essential
- Knowledge of the Canadian amateur sport system and of the programs of Archery Canada's key Sport partners, including Sport Canada, Own the Podium, the Canadian Olympic Committee, the Canadian Paralympic Committee, and the Coaching Association of Canada
- Bilingualism (English and French) is preferred (English essential)

Essential Skills and Abilities

- 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
- Proven ability to work with volunteers
- Well organized with the ability to:
 - Manage multiple tasks and projects concurrently
 - Establish priorities and meet deadlines
 - Develop and execute work plans
 - Work under pressure
 - Work independently and within a team environment
 - Follow up on correspondence for projects requiring responses/future actions, in a timely manner
- 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
- Flexibility in working hours. Available to travel and to work some evenings/weekends.

REMUEARATION STRUCTURE

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

APPLICATION PROCESS

Archery Canada is an equal opportunity employer and is committed to creating an inclusive and diverse work environment. 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. Archery Canada welcomes and encourages applications from candidates with disabilities. Accommodations are available on request in all aspects of the application process.

Interested candidates can submit their resume and cover letter by July 27, 2023 via email to Karl Balisch, Executive Director at kbalisch@archerycanada.ca.

We appreciate the interest of all applicants however only those candidates selected for an interview will be contacted.

Job offers are contingent upon the successful completion of a Police Records Check.

