

Canada Games Council
MANAGER OF GAMES' OPERATIONS

Permanent Position Available
Dated: June 8, 2006

Canada Games Council

The Canada Games Council is the national governing body and franchise holder for the Canada Games and Canada Games Movement. Held every two years, alternating between summer and winter, the Canada Games are a key event in the developing years of Canada's young athletes. Since the first Games in Quebec City in 1967, over 50,000 athletes have participated in the Games with hundreds of thousands having engaged in try-outs and qualifying events. Over 100,000 coaches, officials and volunteers have been involved in planning and staging the events over the last 40 years. The Council is proud of the Games' contribution to Canada's sport development system and to lasting legacies of sport facilities, community pride and national unity. The 2007 Canada Winter Games, to be held in Whitehorse, Yukon marks a special milestone in our history: for the first time ever, the Games will be hosted north of 60° in one of Canada's Territories. The remaining Games in this rotation cycle are: 2009 Canada Summer Games in PEI, 2011 Canada Winter Games in Nova Scotia and the 2013 Canada Summer Games in Quebec. The next rotation of Games will be decided in 2006.

The Canada Games Council has recently broadened its focus from Games only, to between-Games initiatives called ***Dreams and Champions***. The Dreams and Champions programs are about '***inspiring dreams***' in Canada's youth to participate in sport and physical activity, while also '***building champions***' by providing the resources, tools and activities to help young athletes achieve success.

It is an exciting time for the Canada Games Council as we embark on a new direction to help strengthen sport in Canada!

Manager of Games' Operations

The Canada Games Council seeks an experienced, energetic and passionate individual to join our staff team as the Manager of Games' Operations. The individual will provide leadership to Games' operations and will assist in the development and implementation of a transfer of knowledge plan to Host Societies, including the creation of tools and resources to assist with the planning process. The incumbent will be instrumental in providing leadership to Host Society staff and planning volunteers to ensure that Games' standards are met or

exceeded. She/He will advise the Council's Director of Sport and Games on strategies and tactics for effective and efficient use of resources for delivery of the Games. As staff is added to the Council, the Manager will delegate responsibilities and supervise such staff. The Manager will be part of an overall Canada Games Council team and as such will assist with establishment of Council priorities, budgets, plans and management practices. She/He will report to the Director of Sport and Games.

The position will require travel to Games sites for extended periods at times.

Term of Position

Full – time permanent

Qualifications:

The ideal candidate will have:

- Working knowledge of the Canadian sport system and the Canada Games
- Post-secondary education, preferably in Sports Administration/ Management and/or professional designation, specifically project management;
- 5-7 years experience in event or games management and/or sport management (e.g. MSO, NSO, PSO, etc.), planning processes, performance evaluation/management;
- Knowledge in various areas of Games Operations such as: Athlete Services, Community Relations, Culture, Ceremonies & Protocol, Logistics, Medical Services, Venues and Volunteer Services; specific emphasis on Information Technology (IT) and Project Management would be extremely valuable;
- Understanding of the not-for-profit sport/games environment;
- Excellent interpersonal and communication skills in both official languages is highly desirable;
- Demonstrated leadership ability, good judgment in decision-making and problem-solving skills;
- Experience managing volunteers;
- Demonstrated ability to meet deadlines and work within a multi-task environment;
- Strong computer skills.

General areas of Responsibility

The Manager of Games' Operations will be responsible for addressing all Games Operations issues related to the four Strategic Directions of the Canada Games Council:

1. Strengthening Sport Development – *“To increase the impact of the Canada Games Movement on sport development in Canada”*

The Manager of Games’ Operations will be knowledgeable about, and will assist with, sport technical and sport development areas of operations as required to understand and ensure appropriate delivery of services during the Games.

2. Providing Leadership to Communities – *“To use the Canada Games to raise awareness of the value and benefits of sport and the role of the Canada Games Movement in developing individuals, communities and the sporting culture of our nation”*

The Manager of Games’ Operations will be responsible for day-to-day relationships with Host Societies in all divisions. She/He will manage the implementation of the Council’s transfer of knowledge program and the constant updating and upgrading of the plan from Games to Games. Priority areas of emphasis for the Manager of Games’ Operations includes: IT, venues, logistics, athlete and coach services, medical, volunteers, administration, finance and coordination with Council’s Marketing and Communications department direction in the marketing, communications and sponsorship areas.

3. Nation Building – *“To establish the Canada Games as an icon which connects Canadians through sporting excellence and cultural understanding”*

The Manager of Games’ Operations will help ensure that the Games are delivered to a high standard such that the value of the Games as a marketable brand grows. She/he will support the Director of Marketing and Communications in the operational aspects of marketing, communications and sponsorship, as required.

4. Innovative Management – *“To govern and manage the Canada Games Council in a manner that demonstrates its strategic leadership in the sport and voluntary sectors”*

The Manager of Games’ Operations will assist with the development of internal annual plans, budgets and reporting as they pertain to Games operations and the delivery of the Council’s transfer of knowledge plan.

Salary

Compensation will be negotiated based on qualifications. Range is between \$45,000-55,000;

Process

All interested candidates should submit their application to the Canada Games Council no later than **July 7, 2006**. All applications will be reviewed carefully and it is anticipated that a short-list of 3-5 candidates will be interviewed. Only those receiving an interview will be contacted. *Interviews will occur through July or early August. Anticipated start date is September 4, 2006.*

Contact Information

If you are interested in the position please submit your resume, with three references to:

Canada Games Council
Attention: Job Posting Manager of Games' Operations
#701 – 2197 Riverside Drive
Ottawa, Ontario
K1H 7X3
Tel: 613-526-2320
Fax: 613-526-4068

Or by email to: agallant@canadagames.ca Attention: Job Posting Manager of Games' Operations.