



2023 Canada Winter Games MANAGER JOB POSTING

Canada Winter Games is a multi-sport event held every four years with the inception of Ringette in 1991 in Charlottetown, PEI. Since then, the Ringette Association of Saskatchewan (RAS) has provided many athletes and team staff with the opportunity to participate in this unforgettable competition. The next Canada Winter Games will be held February 18 to March 5, 2023, in Charlottetown, PEI.

The SaskFirst Management Committee is currently seeking applications for the Team Manager position. **Interested candidates are required to submit their ringette resume outlining their experiences and suitability for this position by Friday, March 11, 2022, RAS Executive Director, Michael Smith at executivedirector@ringettesask.com.**

The Team Manager will work closely with Head Coach, Mel Brockman, and Assistant Coaches Daina Seymour, Donnell Schoenhofen, and Sheryl Bird. In addition, the Team Manager will liaise with RAS Executive Director, Michael Smith, RAS Technical Director, Carrie Livingstone, and Saskatchewan Games Council.

Qualifications

- Certification under Ringette Canada's Manager Certification Program or willingness to become certified
- Experience in managing a high-performance team will be considered an asset

Individual qualities appropriate for this position

- Highly organized
- Devoted, responsible, enthusiastic, and extremely motivated
- Highly developed interpersonal skills
- Capable of thinking and acting diplomatically
- Strong written and verbal communication skills
- Knowledge of team budgeting and accounting

Primary Responsibilities

- Commitment to the Canada Winter Games Program from the date of appointment until March 31, 2023
- Must commit to attend the Canada Winter Games from February 18 to February 25, 2023, Charlottetown, PEI
- Time commitment will fluctuate between 2-5 hours/week during busy time

- Assist in the development and monitoring of the Canada Winter Games budget with the RAS Executive Director and Head Coach
- Assist in the preparation and competition sessions (including, but not limited to, facility rental, travel, accommodation arrangements, equipment purchase, securing of officials)
- Liaise with the media in the promotion of the program, athletes, or events
- Develop timely and informative communications for distribution to athletes and parents
- Take a lead role in the solicitation of team sponsorship and team fundraising

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