

## EMPLOYMENT OPPORTUNITY

<b>POSITION TITLE:</b>	National Manager, Elite Athlete Transition Program Full-Time Position	<b>Posting Date:</b> <i>February 7th , 2012</i>
<b>SUPERVISOR'S TITLE:</b>	To be determined in the CSC location of the successful candidate	<b>Application Deadline:</b> <i>February 29<sup>th</sup> , 2012</i>
	<b>Location:</b> To be determined in the CSC location of the successful candidate	<b>Start Date:</b> <b>April 1<sup>st</sup>, 2012</b>

### ORGANIZATION

The Canadian Sport Centres (CSCs) network is composed of seven Multi-Sport Organizations that are key contributors to high performance sport in Canada in partnership with the Canadian Olympic Committee (COC), Canadian Paralympic Committee (CPC), Own the Podium (OTP), Coaches Association of Canada (CAC), Sport Canada, provincial governments, and National and Provincial Sport Organizations (NSOs/PSOs). The CSCs support high performance athletes and coaches in Canada by providing an enhanced environment of services to help them achieve international podium results.

### PROGRAM DESCRIPTION

The National Elite Athlete Transition Program (EATP) addresses athletes' transitions in, within and beyond sport. Key areas of focus for this role will be the design and implementation of programs in academics (admissions, athlete-friendly universities); life-sport balance; and preparing for life after sport. The Program will be designed in line with the recommendations provided in a business case prepared for the CSC network's addressing a gap in the sport system in Canada. It addresses questions that will determine the future delivery of high-performance services to Canadian athletes and coaches. It also brings together the ideas, innovative approaches and guiding principles that will enable Canadian athletes to excel in sport and life with a particular focus on "athletes as leaders in society".

### PURPOSE OF THE POSITION

The National Manager, Elite Athlete Transition Program is responsible for developing, delivering, managing and evaluating transition services to high performance athletes throughout Canada. Working with the CSC Advisors and partners, the National Manager will ensure that athletes have access to transition programming that will enhance their sport performance and help them develop life and career skills to maximize their high performance sporting life.

### RESPONSIBILITIES

We are seeking a self-motivated, engaged individual to come and work with us in sport. We require the candidate to be proficient in Microsoft Office and to have excellent presentation skills. He/she must be able to multi-task in a fast paced environment, have the ability to network and strengthen ties to stakeholders, be trustworthy and diplomatic.

#### Responsibilities

- Further develop, execute and manage the National Elite Athlete Transition Program implementation plan.
- Develop and implement a strategic plan for the Elite Athlete Transition Program – with input from all CSC Advisors and partners, ensuring a common goal and vision.
- Develop and coordinate a comprehensive suite of national resources with advisors (online resource centre, e-tools, etc) to meet the needs of the EATP.
- Work with key stakeholders to build collaborative, complimentary partnerships and programs for the CSC network addressing specific athlete needs.
- Develop an in-house National Advisor Training Program.
- Leverage domestic and international partnerships and relationships to seek out best practices in this area.
- Enhance all three pillars of athlete development – Education, Life Skills & Career. Drive the holistic, balanced athlete

development mandate throughout the network.

- Develop and execute an annual training program for Athlete Ambassadors.
- Maintain training and certification standards and on-going professional development for CSC Advisors across the country.

### **POSITION LINKS AND DIMENSIONS**

Reports directly to the lead in the CSC location of the successful candidate.  
Works closely with the CSC Athlete Advisors, COC, CPC, and NSOs.

### **WORKING CONDITIONS / SPECIAL REQUIREMENTS**

Must be able to work in a highly dynamic and flexible client service environment.  
Required on occasion to work irregular hours and be on-call for emergencies for time sensitive and priority issues.  
Some travel required.

### **SELECTION CRITERIA**

#### **Education, Experience and Certification**

- Demonstrated experience providing services to high performance athletes.
- Masters degree with a specialization in Career Counseling, Counseling, Sport Psychology or related field.
- Demonstrated (5-years) experience in a leadership or management role.
- Experience dealing with national performance programs within national governing bodies of sport.
- Knowledge of the Canadian Sport System.
- Paralympic sport knowledge/experience is an asset.
- Demonstrated competence and success in supporting personal development of clients.
- An understanding of the multi-disciplinary practice of various sports science and medicine disciplines surrounding elite athletes.
- An understanding of the needs and pressures of elite athletes and coaches in a high performance environment.
- A verifiable record of working within a multi-disciplinary team in the delivery of support services in a high performance environment.
- Experience developing and implementing innovative ideas, including working in an applied and integrated manner.
- An understanding of the principles of effective planning and time management.
- Bilingualism is an asset.

#### **Skills Required**

Strong analytical and problem-solving skills.  
Proficiency with MS Word, Excel, PowerPoint and Outlook.  
Excellent communication (verbal and written) and interpersonal skills.  
Strong organizational skills.  
Ability to work independently or as part of a dynamic team.

### **SALARY/BENEFITS**

Annual salary will be commensurate with experience.

**Interested applicants should submit their resume and cover letter to:**

Search Committee,  
Canadian Sport Centre Network  
Canadian Sport Centre Calgary  
Room 125 Olympic Oval  
2500 University Drive NW  
Calgary, Alberta Canada T2N 1N4  
Email: [careers@canadiansportcentre.com](mailto:careers@canadiansportcentre.com)  
Fax: 403.282.6972

**We thank all applicants for their interest, however, only those selected for an interview will be contacted.  
The CSC network is an equal opportunity employer.**