Manager – Competitive Sports Clubs (Posting 2020-89)
Culture, Sports, Leisure and Community Development
Temporary position (5 year mandate) – Open to internal and external applicants

Department mission
The mission of the Culture, Sports, Leisure and Community Development Department is to offer high-quality services, programs and facilities that promote participation and maximum integration of all Pointe-Claire citizens. The Department relies on a qualified and professional staff dedicated to the quality of life of Pointe-Claire citizens.

Responsibilities and goals associated with the position
Reporting to the Senior Manager – Sports, Leisure and Community Development, the jobholder is responsible for managing, developing and promoting his or her areas of activity in relation to the sports clubs’ strategic plans. The jobholder supervises and plans the activities of the competitive teams of the Pointe-Claire Canoe & Kayak Club and the Pointe-Claire Aquatic Club (Swimming, Diving, Masters), including competitions, training camps and preparation for major provincial and national championships. This person ensures a quality service offer to athletes, coaches and various partners, including competitive clubs, associations and federations. He or she establishes the teams’ objectives and programming together with the various parties involved. The jobholder also supervises the management and programming of the nautical activities offered to citizens (sailing, kayaking, canoeing, day camps, etc.).

The jobholder will be responsible for the following tasks:

- Effectively and efficiently managing the department’s resources:
  - Human resources:
    - Managing a team of employees (managerial staff and unionized employees)
    - Planning staffing needs for each season
    - Providing staff training together with the head coaches
  - Financial resources
    - Planning and managing the budget for the clubs and the department
  - Material resources
    - Planning and managing the procurement process for the clubs
    - Managing the organization, logistics, maintenance and inventory of the equipment related to the activities of competitive teams
- Ensuring the alignment and consistency of initiatives under the clubs’ strategic plans as well as follow-up and implementation of orientations
- Ensuring constant communication with head coaches to plan the competitive teams’ directions, priorities and objectives
- Planning and preparing programming for the annual calendar of the teams’ events and activities together with the various parties involved
- Organizing local competitions assigned to the City of Pointe-Claire
- Promoting the clubs’ various programs and coordinating memberships
- Ensuring the execution of various communications, advertising and information activities related to the clubs
- Participating in the choice of competitions and overseeing registration of athletes
- Representing the clubs and nautical activities on various committees or at meetings related to his or her area of activities
- Presenting various activity reports and issuing recommendations
- Actively participating in problem solving
- Acting as a liaison between Pointe-Claire’s clubs, provincial and national federations, other canoe and kayak, swimming and diving clubs in Québec and Canada as well as partners, including those responsible for school programs for athletes
- Enforcing the clubs’ regulations, codes of ethics and policies in effect
- Keeping up to date on the best practices in his or her area of responsibilities and ensuring their implementation
- Performing all other related tasks
Requirements

- Hold an undergraduate degree, ideally specialized in commerce, administration and/or management. A graduate degree in management (MBA), sports management or a related discipline would be considered an asset.
- Have a minimum of 10 years’ experience in a management and/or administrative position for a competitive club.
- Hold a Class 5 driver’s licence.
- Have good knowledge of the sports environment and the functioning of provincial and national federations.
- Be proficient in the Microsoft Office suite.
- Have sufficient knowledge of French and English to be able to participate effectively in conversations and in various meetings and working committees.
- Be able to write quality texts and reports, in French and English.
- Additional competencies and skills sought: rigour, initiative, client oriented (internal and external), interpersonal relations, ability to mobilize, results-oriented, decision-making, planning, organizing and controlling, ability to work in a team.

Work schedule

35 hours per week
Flexible schedule: availability evenings and/or weekends

Posting dates

November 25 to December 13, 2020

How to apply

To apply for this position, go to www.poinetc- Claire.ca/en/city/jobs/ and click on “My Profile”. Please submit your application no later than December 13, 2020.