



**Position Title:** Team Manager, Ski Cross

**Reports to:** High-Performance Director, Ski Cross

**The Position:**

Alpine Canada Alpine (ACA) is the national governing body for Ski Racing in Canada and home to three of Canada's most exciting snow sports: Alpine, Para-Alpine and Ski Cross Racing. The organization has new Board and senior management leadership that is committed to its vision for Canada to be a World Class ski racing nation that is inspired by the passion and performance of Canada's ski teams. ACA leads the achievement of Canada's ski teams' podium success and inspires the next generation of ski racers and fans.

We are currently seeking a passionate and motivated individual to join our organization in the role of **Team Manager, Ski Cross**.

Reporting to the High-Performance Director, Ski Cross, the Team Manager provides support to the entire Ski Cross team by taking charge of the many administrative tasks required to ensure the success of the program. This is a dynamic role and few days will look the same, requiring the Team Manager to be resourceful, meticulous and adept at handling multiple priorities. The successful candidate will gain hands-on experience in the field of High-Performance Sports Administration while contributing to the success of one of the most successful Canadian winter sports.

**Duties:**

- High-Performance Director Support – assist with administrative duties related to:
  - Updating team & organization documents
  - Sport Canada Funding
  - CCES Administration
  - Communications & marketing
  - Year-end team selection and staff evaluation
  - OTP Reporting
  - Team Budget preparation, monitoring, and tracking
  - Expense tracking and submissions
- Coach & IST Support
  - Provide assistance to Supplier Pool to ensure staff is properly outfitted
  - Travel Logistics Assistance
  - Event Logistics Assistance
  - Major event assistance (Olympic Winter Games, World Championships, World Juniors)
  - Assistance with insurance claims, submissions, expense recovery etc.



- Athlete Support
  - Provide assistance to Supplier Pool to ensure team is properly outfitted
  - Main point of contact at office & liaison with other departments
  - Admin support for personal endorsements
  - Liaison between athletes and partners (OTP, Sport Canada, CCES etc.)
  - Insurance assistance
- Additional Duties
  - Program tracking
  - Athlete tracking/statistics
  - Performance tracking
  - Equipment management
  - Event support
- Conduct year-end debrief of program operation staff and IST
- Other duties as required

#### **Working Conditions**

- Full-time
- Location at Head Office in Calgary
- Evening and weekend work will be required, which will be compensated through time in lieu as scheduling permits
- Travel, both domestically and internationally will be required

#### **Employment Requirements**

- Experience and/or education in Sports Administration
- Previous Major International Games Experience
- Strong organizational skills
- Strong computer and database skills
- Ability to work with limited supervision
- Excellent communication and interpersonal skills
- Background and knowledge in ski racing an asset
- Bilingual English / French candidate is an asset

Additionally, the candidate must be able to demonstrate excellent interpersonal and collaborative skills with experience working in complex workplaces with many key stakeholders. Understanding the various software (Office, Google Docs, Adobe, etc.) is also an asset.

Please send your cover letter and resume to [careers@alpinecanada.org](mailto:careers@alpinecanada.org). Interviews will take place via teleconference.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.



## **CONTACT INFORMATION**

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