



55 Plus Games



Prince Edward Island

## **Interim Multi-Sport Executive Director**

### **Purpose**

The Multi-Sport Executive Director is a dynamic, ambitious, knowledgeable administrator who works with Provincial Sport Organizations (PSOs) on managing, developing, supporting, and operating the Organizations.

The MSED will work with 3 PSOs at one time- Gymnastics PEI, Ringette PEI, & PEI 55 Plus Games Society- to develop programs, events, and services to further goals of the PSOs. The MSED works with the PSO Board of Directors to facilitate and manage administrative needs of the organization, as well as, works with the Board to develop and build the organization's membership and programs.

### **Primary Duties and Responsibilities**

The Multi-Sport Director performs a wide range of duties including some or all of the following for each PSO:

#### **Leadership**

- Facilitate, administer, organize, and set goals for PSO
- Assist with implementation, particularly with regard to club, board, coaches, officials, and athlete development plans
- Ensure technical development is on-going and up-to-date throughout the province
- Work with and oversee any other PSO staff, ex. Technical Director, summer contracts, etc.
- Provide assistance to board members who were assigned specific tasks (coaching, officiating, competitions, membership, etc.)
- Attend board meetings and executive meetings
- Represent the PSO at regional and national meetings and at community events, as assigned by the Board.

#### **Planning**

- Work with the Board of Directors to develop short and long range planning opportunities, setting goals and objectives for the group
- Oversee the planning, implementation, and evaluation of the organization's programs and services
- Monitor sport trends, internal and external, and prepare recommendations and/or reports to deal with such trends and updating two-year plan as necessary
- Assist the Board in the review, update and/or development of bylaws, policies, procedures, and any other governing documents

## Administration

- Oversee the efficient and effective day-to-day operation of the organization
- Coordinate the production and distribution of printed materials
- Assist the board in preparing meeting agendas and supporting materials
- Maintain an active liaison with Sport PEI, Province of PEI, Coaches Association of Canada, National Sport Organization, and other Provincial Sport Organizations

## Event Planning

- Sit on all local host committees as an ex-officio member
- Provide guidance to host on hosting expectations
- Ensure events meet the expectations of all participants and are planned according to hosting agreements
- The following major events will be hosted during the contract term:
  - 2017 Atlantic Ringette Championships, February, Charlottetown & Montague
  - 55+ Winter Games, March, Cornwall
  - 55+ Summer Games, September, West Prince

## Public Relations

- Actively promote the organization and the sport by sending relative and timely information to the media
- Maintain the organizations' websites and social media pages and keep the information available up-to-date

## Financial

- Keep current with grant programs as applicable
- Work with staff and the board to prepare a comprehensive budget
- Ensure the board, through the treasurer, provides comprehensive, regular reports on the revenues and expenditure of the organization
- Assist with the management of sponsors
- Complete detailed financial books for Gymnastics PEI using Quickbooks software, ensuring all invoices are paid in a timely manner

## Membership

- Manage the registration of all members
- Ensure registration deadlines and processes are followed
- Forward all relative membership information to NSO and provincial government
- Maintain the registration database and update throughout each competitive year

## Other

- Perform any pertinent duties as directed by the President and reviewed annually by the Executive.

## Qualifications

- A post-secondary degree in sport, kinesiology and/or recreation (or equivalent) would be an asset
- Previous experience in sport as an athlete, coach, official, or volunteer would be an asset
- Strong working knowledge of the NCCP program would be an asset
- Strong working knowledge of the Long Term Athlete Development model would be an asset

- Excellent communication and facilitation skills
- Professional experience in sport administration
- Proven teamwork and problem-solving skills
- Valid Driver's License

### **Personal Characteristics**

The Multi-Sport Executive Director should demonstrate competence in the following:

- *Adaptability*: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- *Behave Ethically*: Understand ethical behavior and business practices and ensure one's own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- *Build Relationships*: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- *Communicate Effectively*: Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Creativity/Innovation*: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- *Focus on Member Needs*: Anticipate, understand, and respond to the needs of internal and external members to meet or exceed their expectations within the organizational parameters.
- *Foster Teamwork*: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Make Decisions*: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization.
- *Organization*: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- *Plan*: Determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results.
- *Solve Problems*: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **Experience**

One to three years of experience would be an asset

### **Working Conditions**

- The position of MSED is partially funded through the PEI's Amateur Sport Funding Program
- He/she works primarily in an office and partially in the field
- He/she works 37.5 hours per week
- He/she works primarily during normal business hours, however will be required to work evenings and weekends as the job requires
- He/she travels to club locations across PEI when required

**Salary:** \$38,000 annual (pro-rated to contract length)

**Duration:** January 16<sup>th</sup>, 2017 – November 3<sup>rd</sup>, 2017