

ONTARIO CYCLING ASSOCIATION

JOB DESCRIPTION Sport Coordinator

A. General Description

Reporting to the CEO, the Sport Coordinator is responsible to ensure that the operations of the association are aligned and managed in support of the strategic goals of the association.

This position is based at the Mattamy National Cycling Centre in Milton Ontario.

B. Organizational Scope

The Ontario Cycling Association (OCA) is the recognized authority by Cycling Canada on all aspects of cycling in Ontario, including BMX, Cyclocross, Mountain Bike, Para-Cycling, Road and Track. All staff is employed by the OCA to facilitate achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

The OCA receives financial contributions from the provincial government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. OCA staff is responsible to manage and administer the association's finances and provide administrative support for association activity.

The Sport Coordinator has sufficient authority to take measures that are necessary in the daily operation of the association's operations and programs within the bounds of approved policy and the annual operating budget for the association as approved by the CEO.

C. Reporting Structure

The Sport Coordinator reports to the CEO ensuring the decisions and policies are properly implemented as set out in the 2020 strategic plan.

D. Core Responsibilities

1. Work within the OCA's strategic plan
2. Ensuring that race organizers are in compliance with OCA requirements of the sanction for which they have applied.
3. Developing a comprehensive calendar of events with a focus on the Ontario Cup series.
4. Contribute to the development of policies relevant to the portfolio
5. Manage the Events and Officials Committee as per the policy on program committees

E. Specific Responsibilities

1. Recruit, develop, supervise and evaluate seasonal employees.
2. Guide, support, and motivate the collaborative work of volunteer committees in setting and accomplishing objectives using systematic short and long term planning methods.
3. Manage the yearly calendar of events with a focus on Provincial Championships and our Ontario Cup Series across the four disciplines.
4. Assist the CEO in the financial management of the Sport Coordinator portfolio including budget preparation, submission of funding applications and contract negotiation.
5. Assist in the development and management of external funding applications (Grants Ontario, Ontario Trillium Foundation) which include; applications, government consultant communication and reporting.
6. Assist the CEO in the development and implementation of marketing strategies that position the association effectively with its members and corporate and funding partners.
7. Assist the CEO in managing direct day-to-day operations of the office, ensuring efficiency and quality of administrative systems.
8. Contribute to the association's internal and external communication as it relates to your portfolio.
9. Manage relationships with association members including clubs, cycling teams, event organizers and external organizations such as Cycling Canada, International Cycling Union (UCI) and other provincial and territorial cycling organizations.
10. Represent the association at events across the province.
11. Manage the Ontario Summer Games for both Road and MTB XC
11. Other duties as assigned.

F. Travel

The Sport Coordinator will be required to travel to represent the OCA in Ontario and Nationally.

H. Education and Experience

- Post-secondary degree/diploma in Sport Administration / Management or a related field
- Experience working in a sport and recreation environment including knowledge of the not for profit sport sector
- Experience working in the sport of Cycling is considered an asset
- Experience in developing funding applications considered an asset
- Experience in hosting and organizing events (cycling and non-cycling related) with partners/clients.
- Knowledge of leisure or sports management including principles of sport development
- Strong problem solving, negotiation, organizational and time management skills

- Excellent interpersonal, public relations and communication skills
- Ability to simultaneously oversee multiple projects within a fast-paced environment
- Proficient in Windows based software including Microsoft Outlook, Word, Excel, and Publisher
- Provide clean drivers abstract and police report check.

Salary Range: \$36,000 - \$42,000