



2023
Jeux Du
Canada
Games

Job Description: Director of Athlete Experience & Sport

Job Summary

Reporting to the Chief Executive Officer (CEO) brings strategic leadership, support and knowledge to ensure effective implementation of the vision and mandate for the 2023 Canada Winter Games. The role assumes responsibility for the planning, execution and administration of the 2023 Canada Winter Games Village in Charlottetown, our satellite village(s) at off-island venues, as well as the planning, execution and administration of each of the sport competitions. In addition to responsibilities related to sport and athlete services, the director will ensure communication between interdependent areas are maintained with cooperation and collaboration a major focus.

Qualifications Education

- University degree in Business Administration, Marketing, Sports Management or related discipline
- Masters level in above discipline preferred

Experience

- 8-10 years of progressively responsible managerial and related experience
- Experience working at an equivalent senior management level in a complex commercial environment including Hotels and/or Convention Centers, not-for-profit or major events management position preferred
- Demonstrated project management experience with the ability to motivate and direct a high number of broad, complex and diverse activities in a dynamic environment
- Understanding of Prince Edward Island's norms, culture and its key stakeholders

Competencies and Skills

- Exceptional skills in managing a diverse range of activities and groups from security to maintenance, culinary to housekeeping
- Ability to liaise and interact with external stakeholders including national sport organizations
- Excellent communication, negotiation, financial management, people management, risk management and change management skills

The following attributes will be considered as assets:

- Detail oriented, financial acumen, great communication skills, ability to collaborate with multiple groups



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- Sport administration experience
- Experience in working with volunteer leadership and operational groups
- Fluency in both English and French
- Experience working in a major sporting venue or busy hotel convention environment
- Results-oriented with a drive for eliminating barriers

Duties and Responsibilities Report to the Chief Executive Officer on all areas as it relates to the Athlete's Village and Services as well as Sport Operations. Through the compilation of a detailed operational plan and through rigorous financial management, ensure that the various disciplines required under your responsibility are executed to the highest standards. This is a contract position, commencing in January 2020 until April 2023.

Functions

1. Plan and Operate an Athlete's Village program that meets the Canada Games Standards ensuring appropriate security, privacy, and safe & welcoming comfort for all accredited athletes, coaches, and their team officials.
2. Insight into the following areas is considered an asset:
 - accommodations
 - culinary and dining hall
 - medical polyclinic
 - lounges for coaches
 - secured storage for equipment and sensitive materials
 - laundry facilities
3. The ability to manage a large staff of both salaried and hourly members as well as a contingent of volunteers. Additionally, ensure the oversight and diligence in working with subcontractors.
4. Fulfill the competitive and training needs of the athletes by ensuring that the operational elements are organized at a standard that permits them to perform at their personal best.
5. To ensure that the competition and training venues are managed to meet or exceed the requirements expected by the Canada Games.
6. Development of a Sports Plan, by sport, for NSO and CGC approval.
7. Coordination of Test Events in each venue in advance of the games.
8. Production of an overall Games schedule by week in consultation with the CEO, CGC, and for further collaboration with the NSO's, Venue Operations, the Broadcaster, and Ticketing.



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9. To work cooperatively with the “major interdependency” delivery, games time management, and budget management.

the functions identified within areas as it relates to service

10. Lead and ensure that people are being managed according to established Human Resource policies and procedures that fully conform to current laws and regulations.

11. Lead by example, fostering a strong collaborative culture with the Board of Management, staff and volunteers that will inspire, transform and unify people through the journey to the Games and beyond.

12. Ensure a sustainable legacy is left that will continue to positively impact Prince Edward Island, subsequent Games and Canada as a whole.

To apply, forward cover letter and resume to: careers@2023canadagames.ca by February 21st, 2020

Important Note:

The Host Society reserves the right to change, amend or disuse this job description at any time. This document is intended to provide an overview of the required responsibilities and qualifications.