



2017 Canada Games Team- Team Manager

Applications for the position of Team Manager for the 2017 Canada Games team are being accepted. All qualified, interested people are encouraged to submit their application to the Swimming New Brunswick office

Roles and Responsibilities

The role of the Team Manager is to provide logistical support to athletes and coaches prior to and during the Canada Games 2017. This position will work with the Canada Games Coaching staff, Mission Staff and Swimming New Brunswick. This is a volunteer position that will require weekend and evening work as well as travel with the team to training camps and the Games. The Team Manager will report to the Executive Director and the Head Coach of the Canada Games Swim Team.

Eligibility

1. Applicant must provide a negative criminal record/vulnerable sector check
2. Applicant should have previous team manager experience, with preference being given to applicants who have previous Swimming New Brunswick team manager experience
3. Ability in both French and English will be considered an asset.

Main duties include but not limited to:

1. Coordinate short and long term logistical planning for training camps and other functions leading up to and including the Games in August 2017
2. Facilitate communication between Coaching staff, Athletes, Parents, Mission staff, Host Committees, and Canada Games Management groups
3. Communicate with media, assist in the producing media release of updates and results, facilitate media coach/athlete interviews
4. Attend the Canada Games as part of Swimming New Brunswick and stay in the Athletes village with Team NB.
5. Produce a final report to the Swimming New Brunswick Board of Directors following the Games.

Application requirements

1. Two References, include references from previous team manager experience if possible.
2. Copy of current criminal record check/vulnerable sector check
3. One page written summary of team manager experience

Please submit applications to

Swimming New Brunswick
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