

Ontario Fencing Association

Job Posting: Technical Coordinator

Reporting to: The Board of Directors

Position Type: Contract

Salary Range: \$25 per hour

Job Location: Preferably in the Greater Toronto Area

Application Deadline: 15 October 2021

Application Instructions: A resume and cover letter must be submitted in PDF format to secretary@fencingontario.ca

The Ontario Fencing Association is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The Ontario Fencing Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

About the Ontario Fencing Association

The Ontario Fencing Association is the Provincial governing body for fencing and as such is mandated by the Government of Ontario through the Ministry of Heritage, Sport, Tourism and Culture Industries, to represent all aspects of the Sport of Fencing in Ontario.

Job Summary

The Technical Coordinator will be responsible for delivering Ontario Fencing Association programs. These initiatives include the Quest for Gold Program, High Performance Development Program, Clinics and Workshops, Ontario Winter Games and Canada Games. The Technical Coordinator will ensure that programs and initiatives executed in a manner consistent with the mission, strategy and operating plans of the OFA. This position reports to the Board of Directors.

Duties and Responsibilities

Program Development, Planning, and Reporting

- Responsible for the day-to-day delivery and supervision of the High-Performance Development programs, including securing venues for clinics and events, maintaining rankings, hiring coaches and answering member questions
- Responsible for proper planning, implementation, and evaluation of the Quest for Gold program (Q4G), in collaboration with the High-Performance Development Program (HPDP) committee.
- Responsible for the day-to-day supervision and delivery of the Quest for Gold program
- Responsible for the execution of the OFA sanctioned fencing events during the Ontario Winter Games, including hiring appropriate staff, overseeing the development of the program; oversee the responsible for the ensuring the smooth delivery of the event.
- Responsible for planning, and delivery of fencing as directed by the OFA Board of Directors for the Canada Games.

- Responsible for organizing logistics for development clinics and workshops, these could include coaching development, fencing skills development, etc.
- Responsible to liaison with Coaching and Youth Development Program Committees
- Maintain OFA equipment inventory
- Prepared Monthly Report of activity for the Board of Directors.

Fund Development

- Research fund development opportunities and present recommendations to the OFA Board of Directors
- Assist in preparing grant proposals as directed

Supporting Clubs

- Assist clubs in preparing bids for Canada Cups, when required.
- Provide support on technical aspects of OFA programs and competitions

Other

- Knowledge and adherence to OFA Policies and Procedures
- Miscellaneous projects as assigned

Experience Required

- General understanding of sport fencing, rules, regulations, etc.
- Basic understanding of Long-Term Athlete Development model
- Minimum of 3 years event or project management
- Minimum of 3 years of human resource supervision and/or volunteer management
- Experience within a high-performance sport (any discipline), as an athlete, coach or coordinator is preferred

Required Competencies

- Event management, including planning and executing
- Supervising, mentoring of staff and volunteers
- Excellent organizational and time management skills
- Excellent relationship building skills
- Basic understanding of fund development and grant applications
- Post-secondary studies in sport related and/or administration focused program is preferred
- Excellent communication skills, reading, writing in English. Basic understanding of French is an asset

Compensation

- This is an independent contractor position
- This position is based on a maximum of 50 hours per month, unless prior approval to exceed hours is approved by the OFA Board.
- Expenses are covered as per OFA expense policy, with prior approval from the board

Working Conditions

- The Technical Coordinator will require their own administrative space, with stable high-speed internet. They will be a relationship builder with a large and diverse group of athletes, coaches, training centers, and administrators, and thus will need to devote consistent effort to effective communication. Travel and ability to work occasional evenings and weekends are requirements. Living in the Greater Toronto Area will be an asset.

Application Instructions

Applicants must be fluent in English, additional languages are an asset. Applicants must submit a resume and cover letter in PDF format to secretary@fencingontario.ca by 15 October 2021.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory Criminal Records Check with Vulnerable Sector Check (original document) completed in the last 3 months.