

JOB TITLE: SPORT DEVELOPMENT AND EVENT COORDINATOR

SALARY: \$35,000 to \$40,000

CATEGORY: PERMANENT
FULL-TIME (40 HOURS / WEEK)

LOCATION: OTTAWA

NAME OF INCUMBENT: VACANT

DATE UPDATED: 7 JANUARY 2020

IMMEDIATE SUPERVISOR: OPERATIONS OFFICER

JOB DESCRIPTION

The Sport Development and Event Coordinator (SD&E Coord) is responsible for organizing all Taekwondo Canada events (competitions and tournaments, training camps, seminars, board retreats, AGM, etc), handling all World Taekwondo (WT) Global Membership System (GMS) operations including international event registration coordination and coordinating AWAD and para-taekwondo programmes and initiatives. Key responsibilities include (but are not limited to):

Event Coordination:

Competitions/Tournaments

- Manage event budgets provided by the Operations Officer and submit updates monthly for review and approval
- Secure venues, hotels, mats, scoring system(s) and all required additional equipment as required.
- In consultation with the Taekwondo Canada Referee Chair, arrange to have sufficient referees as required.
- Apply for available grants and provide post event grant reporting to the grantor and to Taekwondo Canada.
- Design and acquire event accreditations.
- Provide information documentation for online posting.
- Ensure there are ample volunteers if required.
- Set up and manage online registration.
- For the Canada Open, complete all WT pre and post-event reporting requirements within required timelines and applications for sanctioning.
- Provide completed post-event reports, including grant reports, following each event, normally within 60 days, to include the finalized budget actuals, evaluation of the event elements and suggestions for improvement.
- Ensure all event invoices are properly submitted for payment.
- Any other competitions/tournaments tasks assigned by the Operations Officer

For non-competition events:

- Arrange venues and accommodations as required, to include any required equipment
- Manage and stay within the provided budget
- Any non-budgeted expenses require approval of the Operations Officer
- Arrange for meals as required
- Arrange for office supplies as required

GMS responsibilities:

- Act as TC liaison for GMS and WT events.
- Perform MNA Admin responsibilities.
- Approve memberships after confirming Taekwondo Canada affiliation.
- Register national team athletes, coaches and staff identified by the HPD for WT official events.
- Book national team accommodations for WT official events; HPD to provide team information.
- Monitor and update GMS club listings to correspond to Taekwondo Canada affiliation information.
- Monitor and facilitate GMS registrations and payments, including transfers to Taekwondo Canada.
- Track and report GMS registration financials monthly to the Operations Officer.

AWAD and Para-Taekwondo responsibilities:

- work with Provincial/Territorial Sport Organizations (P/TSO) and assist them in the development and delivery of their Long-Term Athlete Development strategy
- work with P/TSOs and assist them in the development of the para taekwondo development strategy
- administer the delivery of online and in person surveys to evaluate Taekwondo Canada programs, collect the results, and create presentations of the results as instructed
- Any other assignments given from the Operations Officer that are customary for the ongoing support and development of a National Sport Organization.

JOB SPECIFICATIONS**EDUCATION AND EXPERIENCE**

- Degree in Hospitality Management, Communications, Marketing, Public Relations, Sport Management or equivalent experience an asset
- Post graduate certificate in Event Management or Business or equivalent experience
- 3+ years' experience on an event organizing committee
- Experience in working with government grant applications and grant reporting
- Experience in managing an event budget
- Experience in negotiating contracts with venues, suppliers and travel agencies
- Experience with sport grant applications is an asset
- Bilingualism (English and French) is an asset
- Proficient with Microsoft Office Suite of products including Word, Excel and PowerPoint
- Excellent time-management skills, able to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent interpersonal and communication skills

COMPLEXITY / ANALYSIS REQUIRED

Incumbent will be required to exercise judgement regarding the contracting and pre-event coordination.

Incumbent will be required to accommodate changing circumstances onsite at an event, and analyse and rectify issues before they become problems.

INDEPENDENCE OF ACTION

The Operations Officer will provide general direction with regard to expectations, but Incumbent will be required to execute.

Incumbent must seek approval before making any financial expenditures outside of the approved budget.

Incumbent is not authorized to bind the Association in any legal matter.

ACCOUNTABILITY

Significant attention to detail is required when managing budgets, submitting WT sanctioning requests, making grant applications and completing the grant reports. Errors not caught may result in financial difficulties to the organization and certainly will preclude the organization from being able to apply for grants from those grantors in the future.

Working together with P/TSOs is essential for developing AWAD and Para-Taekwondo programming, conducting athlete identification and gaining P/TSO endorsement of initiatives. Failure to work together will result in reducing participation opportunities for AWAD and Para-Taekwondo participants.

INTERNAL AND EXTERNAL RELATIONSHIPS

Daily or Greater
Operations Officer
Other employees / members of the Association
Suppliers and vendors

Weekly or Bi-Weekly
Members of the public
Executive Director

INSTRUCTION / TRAINING OF OTHERS

Incumbent may provide general guidance to Individuals and other employees in relation to event scheduling and application procedures.

Incumbent will provide specific guidance to event team members before, during and after an event.

Incumbent may provide general guidance to P/TSOs regarding LTAD, AWAD and Para-Taekwondo development and will work with P/TSOs to facilitate training and identification events.

WORKING CONDITIONS AND TRAVEL

Typical office environment or may work from home. No untoward conditions. Travel.

FINANCIAL RESPONSIBILITY

Incumbent responsible for maintaining event budgets under the direction of the Operations Officer.

Incumbent responsible for making purchases within the event budget. Any purchase outside of the event budget will require Operations Director, ED and possibly BoD approval.

SUPERVISION OF OTHERS

No direct reports normally; however, responsible for volunteers and event staff during an event.

I acknowledge that I have received a copy of this job description and have been given the opportunity to discuss it with the ED.

Signature of Incumbent

Date Signed

Signature of Supervisor

Date Signed