



TEAM MANAGER

Junior Provincial Wheelchair Basketball Team

2017-2019

Position Type: Volunteer – 2017-18 & 2018-19 seasons.

Travel and accommodation expenses at 2018 Junior Nationals & 2019 Canada Winter Games will be covered.

Job Region: Ontario – as well as travel to Junior National Championship in March of 2018 (Longueuil, QC) and Canada Winter Games in February of 2019 (Red Deer, AB)

Experience: Some previous experience managing a sports team (or other relevant experience). Knowledge of wheelchair basketball a definite asset.

Organization: Ontario Wheelchair Sports Association (OWSA) is dedicated to growing wheelchair sports opportunities across Ontario. The OWSA is the Provincial Sports Organization responsible for wheelchair athletics, wheelchair basketball, wheelchair rugby, and wheelchair tennis. We work with our clubs and partners to develop programs across the province of Ontario. We are also responsible for administering the 'Quest for Gold' (OAAP) funding program for all four sports for our high performance athletes on a podium pathway.

Purpose of the Position: The organized, motivated, and enthusiastic candidate will be responsible for managing the Ontario Junior Provincial Wheelchair Basketball team during the 2017-2018 & 2018-2019 wheelchair basketball seasons and at the 2018 Junior National Championships and 2019 Canada Winter Games. Training Camps typically take place once/month and could increase in frequency prior to competition. The Team Manager will lead fundraising initiatives, assist the OWSA and the Head Coach with budgeting and team finances, as well as facility rentals, scheduling, general communications, and travel arrangements for the team. The Team Manager will be responsible for overseeing the general organization of the team.

Qualifications:

- Time management and organizational skills;
- Excellent oral and written communication skills;
- Ability to take initiative and work independently;
- Budgeting and financial management skills;
- Proven interpersonal, problem solving and conflict resolution skills;
- Ability to take direction, multi-task and prioritize appropriately in a fast-paced environment and under tight deadlines;
- Ability to present a professional and mature attitude in dealing with the team members, sponsors/partners, and the public;
- Knowledge of wheelchair basketball rules and equipment maintenance is an asset;
- Experience working with persons with physical disabilities is an asset;

Duties:

- Act as the liaison between the OWSA, the coaching staff, and the athletes.
- Create and manage a complete team (athletes and coaches) database (address, emails, phone numbers, classes, medical information, etc.)
- Collect & manage team registration fees, competition fees, etc.
- Organize and lead fundraising initiatives for the team.
- Develop & oversee the budget and provide financial reports to the OWSA.
- Communicate with athletes any information relating to:
 - Selection Camps
 - Training Camps
 - Competitions
 - Team socials
 - Exhibition games (if applicable)
- In cooperation with the OWSA and the Head Coach, coordinate all activities related to transportation, accommodations, meals, uniforms, equipment, etc. during 2018 Junior Nationals and 2019 Canada Winter Games.
- Manage distribution and/or purchase of uniforms & apparel.
- Assist the team during training camps and games to provide services such as, timing, testing, etc., as directed by coaching staff.

Post-Season Duties:

- With coaches, prepare a written report after each season (financial, year end, etc)
- Collection of any equipment
- Collection of any outstanding payments
- Send copy of team photo to team members, OWSA, sponsors, etc.
- Send thank you letters to volunteers, sponsors, etc.

Application: Interested candidates can submit an application expressing their interest in the position and a list of relevant experiences (paid or volunteer). This statement should be emailed to the Ontario Wheelchair Sports Association at info@owsa.ca

We appreciate the interest of all applicants, however only those selected for an interview will be contacted.

APPLICATION DEADLINE: Monday November 13, 2017

Inquiries can be directed to Josée Matte, OWSA Program Manager, Wheelchair Basketball at josee@owsa.ca or 416-855-0745.