



Operations Director Ringette Ontario

Nature and Scope:

The principal responsibility of Ringette Ontario's Operations Director is to provide leadership in the development, implementation and support of a player, coach and official pathway through sound program design and development. In this role, Operations Director provides leadership in these programs and fosters a safe and enjoyable environment with all other staff and volunteers. The Ringette Ontario Operations Director demonstrates and lives Ringette Ontario's Core Values in all interactions with others.

The Operations Director oversees the management of all technical programs and Competitions managed by the organization. This role provides an opportunity for someone to lead broadly and help make a great impact on the sport as it implements a new strategic vision with exciting and innovative opportunities for all the membership.

The Operations Director role works with and supports the efforts of, the Provincial Office Staff, and other volunteers in the fulfillment of their roles and duties, reporting directly to the Executive Director. Specific areas of responsibility and involvement include coaching, officiating, adult and sport development, rules and safety, and Ringette Ontario Competitions. Programming in these areas will be in-line with the Ringette Ontario LTD model and Strategic Plan.

The Operations Director develops and follows a yearly operational plan and a budget aligned with the Ringette Ontario Strategic Plan approved by the Executive Director.

The specific responsibilities of the Operations Director are, *but not limited to*, the following:

Coaching Development:

- Provide leadership and direction to Ringette Ontario coaches and ad hoc committees.
- Liaison with the Ringette Canada program staff and Coaching Association of Ontario.
- Assist with development, implementation and management of an annual operating plan and budget for the Coaching initiatives.
- Track and process NCCP and professional development clinics, entering relevant data into databases and providing committees with appropriate reports.

Officiating Development:

- Provide leadership and direction with Ringette Ontario officiating working groups and ad hoc committees.
- Support the development of programs and systems to monitor the progression and retention of officials in ringette.
- Foster ongoing recruitment efforts to ensure the sport has officials qualified for the level of play required.
- Assist with the development and management of the annual operating plan and budget for the Officiating program and initiatives.

Sport Development:

- Provide guidance, knowledge, and support in the implementation of Competition Review Recommendations.
- Lead the development and implementation of sport development plans relating to LTD activities and initiatives

Event Management:

- Manage Ringette Ontario's Club competitions, supporting appropriate declaration, and structure/ scheduling processes, and applying the published competition policies and procedures to teams and clubs in a timely and transparent manner.
- Responsible for the planning and execution of Provincial A/AA Competitions (event contracts, scheduling, oversight, promotion, live streaming).
- Assist regional convenors in the planning of B/C Championship competitions as required, to ensure meaningful competition and adherence to policies and procedures is maintained.
- Support relevant aspects of Ringette Ontario's registration/membership program, delivering key services to Clubs and individuals in relation to participation in sanctioned leagues and competitions, including registration, player substitutions, event sanctioning, team roster management and other policy management, as required.
- Support the planning and execution of Provincial / High Performance program events, as required.

Overall Program Management:

- Program Leader and Technical Liaison for Ringette Ontario.
- Maintain regular communication with all ringette PSO Technical/Program Staff.
- Plan, design, co-ordinate, implement, monitor, and evaluate the technical components of all Ringette Ontario programs and activities.
- Provide reports and recommendations to the Executive Director as required.
- Regular review and recommendation of Ringette Ontario Policies and Operating Resources, with a specific focus on policies/procedures concerning technical and Competition matters.
- Provide leadership in the areas of safety and risk management in relation to all technical matters concerning the sport of ringette.

Other Responsibilities:

- Attend and provide reports for the Annual General Meeting, Board of Directors meetings as required, and all national meetings in the technical areas.
- Organize and participate in meetings when required for working groups and ad hoc committees.
- Assist in the identification and recruitment of volunteers for working groups and ad hoc committees.

Qualifications Skills/Knowledge/Experience:

- A degree in Sports Administration, recreation and/or the equivalent in working experience in a related field is preferred.
- Working knowledge of business administration concepts and practices.
- Working knowledge of the amateur sports system.
- Possess outstanding organizational, interpersonal skill and oral and written communication skills.
- Strong analytical and problem-solving skills with an attention to detail.
- Excellent working knowledge of Microsoft Office Suite and be familiar with social media and internet research techniques.
- Ability to work independently.
- Multi-task and prioritize project deadlines.
- Ability to work effectively in a multi-disciplinary team environment.
- Previous working experience with volunteers within a non-profit environment
- Sound knowledge of the organizational, Board and Committee structure, as well as policies and procedures applicable to the work performed.

Independence/Initiative/Freedom to act:

- The Director of Ringette Operations works under the general direction of the Executive Director with minimal direct supervision.
- (S)he is expected to exercise a high degree of initiative and independence with informal guidance from past practice, by-laws and established rules and regulations.
- Keeps the Executive Director and/or Board of Directors apprised of sensitive matters.
- Performs duties in accordance with established practices, procedures, rules/regulations, and experience.
- Exercises considerable initiative in planning and organizing work responsibilities and identifying potential problems within own jurisdiction.

Physical Demands/Working Conditions:

Remote working environment. Occasional lifting and transporting of items for events. Weekend and evening work is required to attend meetings and/or events.

Interested candidates should submit their resume and cover letter to Karla Xavier (executivedirector@ringetteontario.com) by **Monday June 27th at 5:00pm.** Thank you for your interest. Only those under consideration will be contacted.