



## High Performance Director

Gymnastics Canada (GCG) is the National sport governing body responsible for the governance, development, and promotion of Gymnastics in Canada. Gymnastics Canada works closely with the twelve (12) Provincial Federations and the 700 clubs to provide a broad range of programs and services to meet the needs of all participants. From athlete development to coaching and judging education, Gymnastics Canada sets the operation standards and practices for the sport in Canada. Our mandate is to promote and provide positive and diverse gymnastics experience through the delivery of quality and safe gymnastics programming.

Located in Ottawa, and reporting to the President and Chief Executive Officer, the High Performance Director (HPD) will be responsible for leading and executing the vision of Gymnastics Canada's High Performance (HP) strategy and National Team Programs. The HPD is responsible and has delegated authority for all national team programs management within the scope of the approved High Performance strategy, performance targets, budget and identified management areas in accordance with all Gymnastics Canada policies.

### CORE RESPONSIBILITIES

#### Program Development, Planning, Management and Evaluation:

- Lead the development and oversee the implementation of the GCG strategic long-term technical plan.
- Monitor and evaluate the multi-year integrated technical operational plans.
- Lead and oversee the implementation of the Long Term Athlete Development model for gymnastics in Canada.
- Lead and oversee the development and implementation of programs aimed at developing coaches and judges.

#### Delivery Structure and Systems:

- Lead and oversee the development of an integrated technical structure and systems for gymnastics in Canada.
- Ensure the harmonization of technical rules, regulations, policies and procedures.
- Define best practices and develop a common National Team framework guiding and supporting the specific National Team strategies (common NT policies, procedures, practices, services).
- Oversee and monitor the day-to-day delivery of the programs and services to maintain and improve quality.

#### Governance:

- Ensure the liaison and interaction between technical programs.
- Convene and chair the GCG Technical Leaders Committee and other groups as required.
- Ensure maintenance of Technical program files, records, results, reports and minutes.

**Communication & Consultation:**

- Ensure consistent and effective communication and consultation with all the Technical stakeholders and partners, within the framework of the GCG Technical Structure.
- Oversee and assist the Program staff with the implementation of GCG communication strategies and practices aimed at better informing, in both official languages, all categories of members and stakeholders in an efficient and timely manner.
- Provide overall technical liaison with key stakeholders including Athletes, public and private funding partners (Sport Canada, Own the Podium, Canadian Olympic Committee, sponsors & suppliers), and Provincial Sport Organizations.
- Represent the high performance program within the Sport sector to enhance the organization's profile.
- Provide overall technical liaison with major Games associations such as COC, CGC, Canada Games.

**International Relations:**

- Assist the President/CEO with the development and implementation of the GCG international relations strategies.
- Assist the President/CEO with planning and designation of international representation on gymnastics governing bodies such as FIG, PAGU, PANGF, CGC.
- Develop and maintain positive and effective international relations, within the context of the GCG international relations strategies.

**Budget Management:**

- Assume overall responsibility for the technical budget.
- Work with program staff to prepare a comprehensive budget.
- Approve expenditures within the authority delegated by the CEO.

**Event Technical Management and Liaison:**

- Assist the President/CEO, the Event Director and Program Directors with the delivery of the GCG hosting strategy as required.

**Leadership & Human Resource Management:**

- Build and maintain a high performance culture through effective performance management, communication and coaching of staff.
- Provide clear leadership, promote and foster a team culture consistent with the organization's values.
- Ensure the recruitment of appropriately skilled staff to positions, and establishing a performance-based evaluation system.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

**Risk Management**

- On an ongoing basis, work with the President/CEO to identify, evaluate and mitigate strategic and operational risks to the organization and its stakeholders.
- Advise the President/CEO of risks associated with proposed undertakings prior to decisions being made and/or implementation of undertakings.

## **QUALIFICATIONS:**

### **Education and Experience:**

- University degree in a related field (coaching, sport science, or sport management) or an equivalent combination of education, training and experience.
- A minimum of four years of increasingly responsible professional experience in a leadership role.
- Extensive experience in and knowledge of sport at a domestic and international level.
- Experience in budget management and human resources.
- Experience at the International level of sport is preferred.

### **Knowledge and Skills:**

- Knowledge of amateur sport and the Canadian sport system.
- Strong consultative, facilitation and decision-making skills.
- Strong interpersonal skills.
- Ability to plan, design, implement and manage programs.
- Demonstrate passion and enthusiasm, and can motivate, lead, and empower others to achieve goals.
- Strong people management skills with experience leading, coaching and mentoring staff.
- Ability to prepare and manage budgets, analyse financial records and prepare reports.
- Strong business writing, presentation and verbal communication skills in English and preferably also in French.

Applicants are invited to submit their applications and resume in confidence by end of day 20 January 2017 to:

**Mary DeGrasse**  
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Ottawa, ON, K1J 1A3  
[mdegrasse@gymcan.org](mailto:mdegrasse@gymcan.org)

We thank all the applicants for their interest, but only those candidates selected for an interview will be contacted.