



Archery Nova Scotia Canada Games Management

Archery Nova Scotia is hiring the Canada Games Archery Team Manager for the 2023 Canada Winter Games in Prince Edward Island from February 18 to March 5, 2023. Archery is taking place in the second week of the Games meaning that the management and coaching staff will be at the Games onsite in PEI from February 27 to March 5, 2023. In addition to responsibilities at the games the staff will have varying responsibilities and commitments, onsite, meetings and planning, in the months leading up to the games.

Team Manager

Term:

November 25, 2022 – March 15, 2023

Application Deadline:

Interested applicants should email their resume to Archery Nova Scotia at icarew@sportnovascotia.ca by **November 14, 2022**

Summary:

Archery Nova Scotia is inviting applications from candidates to be the Team Nova Scotia Team Manager at the 2023 Canada Games in Prince Edward Island. The successful candidate will be the administrative and logistical lead for the team of athletes representing Nova Scotia at the Games.

The Team Manager, in consultation with the Team Staff and Archery NS will be responsible for administration, scheduling, uniform fitting, registrations, coordination of team activities, and communicating with coaches, athletes and parents for the team. The Team Manager will be responsible for liaising with the Nova Scotia Mission Staff as required to ensure all requirements and documentation are completed in a timely manner.

This is a volunteer position; however, travel expenses such as mileage, accommodations and food as it applies to this position, will be covered. This is a great opportunity to be part of the Canada Games and the Nova Scotia Archery team while gaining outstanding team management experience. This is a non-coaching role and no coaching experience is required but is considered an asset.

Archery Nova Scotia intends to send both male and female athletes to the games. As per the [Canada Games Council's Technical Package](#), there must be a male staff member if male athletes are being sent, and there must be a female athlete if female athletes are being sent. Archery NS has selected a male coach, therefore **the team manager must be female**.

Archery Nova Scotia
5516 Spring Garden Road, 4th Floor
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**Responsibilities:**

- Assist in the creation and management of the team budget.
- Ensure all forms and paperwork required for the team are completed in a timely manner.
- Collect and organize fees required for athletes.
- In consultation with the Head Coach, maintain clear communication with athletes and parents.
- Support the planning of all training camp and competition logistics.
- Coordinate athlete and staff transportation to/from and at all camps and competitions.
- Coordinate athlete and staff nutrition for camps and competitions, making alternative arrangements on site if required.
- Acts as the logistical problem solver to support optimal performance at competitions (if and when applicable).

Qualifications:

- Experience in sport, preferably in the Nova Scotia Archery community.
- Ability to create, use and operate within a basic budget.
- Good communications skills and demonstrated ability to work positively with a team.
- Ability to work independently, prioritize tasks and manage time efficiently.
- Passion for developing youths and young adults through sport and facilitating athlete achievement is a must.
- Criminal Records Check and Vulnerable Sector Check is Mandatory.
- Completion of Locker Safe Sport Training
- Coaching experience, NCCP training and NCCP certifications is considered an asset.