



ONTARIO TAEKWONDO ASSOCIATION

4560 Hwy 7 East, Suite 500 Markham, Ontario L3R 1M5 otatkinfo@gmail.com

Operational Director

The Ontario Taekwondo Association (OTA) is currently seeking an enthusiastic, effective and committed individual with excellent management, planning, organizational and interpersonal skills to serve as Operational Director.

Start Date: May 1st, 2017
Deadline for applications: April 19th, 2017
Job Location: Toronto, ON

The successful candidate will have:

- Bachelor's Degree in Business or Sports Management (is an asset);
- Knowledge of Taekwondo;
- Experience in directing and managing a competitive sport and/or not-for profit organization with varied stakeholders;
- Excellent relationship building skills;
- Excellent written and presentation skills;
- A strong proven financial management expertise including supervision of internal controls, budgeting and financial reporting;
- A strong understanding of governance and application of bylaws;
- Ability to develop and maintain relationships with existing and potential sponsorship partners;
- Ability to create effective grant applications;
- Ability to proactively initiate and prioritize tasks and organize a diverse workload taking into consideration priorities, deadlines and outcomes;
- Very strong communication and mediation skills;
- Working knowledge of social media.

The Ontario Taekwondo Association is a not-for-profit combative sports organization and the official governing body of Taekwondo in Ontario. It is headed by a volunteer Executive Committee, Board of Directors, and the Operational Director reports to the Executive Committee.

To apply, please send a resume and cover letter as one document saved under your first and last name by email to: otavp2@gmail.com

Contract duration as well as the compensation, commensurate with level of experience, skills, and qualifications, will be subject to negotiation with the successful applicant.

The successful candidate will begin work on May 1st, 2017 under the mentorship of the current Operational Director.

While we appreciate all applicants only those that are short listed will be contacted.



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Operational Director Job Description

Administrative Functions

- Works with the Treasurer to prepare a budget, ensures adherence to the budget, and prepares reconciliations and/or other financial reports as required by the Treasurer;
- Development and implementation of governance processes, procedures and internal controls for the association;
- Works cooperatively with OTA Committee Chairs;
- Attends required OTA meetings such as Executive, Board and other Committee Meetings as required;
- Works with the Ontario Ministry of Tourism, Culture and Sport and other funding bodies to ensure OTA is in compliance with all requisite policies to maintain funding;
- Keeps an accurate record of OTA club and individual membership;
- Ensures the necessary insurance, loss prevention and disclosure waivers are in place to protect OTA;
- Provides long-term planning in the above areas of responsibility.

Program Development

- Work with the Taekwondo Canada to implement the Canada Sport for Life (CS4L) model and the Long Term Athlete development (LTD) Model;
- Work with the OTA to implement the National Coaching Certification Program (NCCP) program into all regions of the province;
- Work with OTA to develop High Performance Athlete / Development programs;
- Work with the OTA on athlete funding and support programs such as Quest for Gold etc.

Communication & Marketing

- Help organize, promote and attend tournaments and events;
- Maintenance of the social media communication plans. This includes regular updates of the website and Facebook;
- Assist with marketing, promotion, fundraising and sponsorship; and
- Facilitate and attend relevant committee meetings.