

# Floorball Canada

**Application Deadline:** October 10, 2008 **Starting Date:** Oct 24, 2008

**Position:** National Men's Under 19 General Manager

## **Job Description:**

Floorball Canada (FC) is seeking an individual to fill the position of General Manager of the National Men's Under 19. The position will be an 8 month term (October 2008 – May 2009).

## PURPOSE

The mandate of the General Manager is to organize team logistical elements, evaluate and assist in selection of, and lead Canada's first entry into the Men's Under 19 Floorball World Championships in Finland (May 2-10, 2009).

## DESCRIPTION

The key responsibilities of the General Manager will include budget development, communication, and logistics planning to ensure a positive experience for Team Canada at the World Championships. Reporting to the FC National U19 Team Committee and the FC Board, the duties of the General Manager will include, but are not necessarily limited to the following:

Develop and effectively manage Canada's Under 19 Men's National Team for the 2009 World Championships.

- Will assist in the selection of Team Staff and players.
- Will abide by the FC National Team Selection policy.
- Develop, organize, and manage the team budget.
- Act as member of the Men's Under 19 National Committee.
- Server as Liaison between FC, the International Floorball Federation and Tournament Organizers.
- Book accommodations, team meals, and cultural activities.
- In conjunction with Head Coach, schedule pre-tournament exhibition matches and team practice schedule.
- Available to attend events and meetings as required by the FC National Team Committee.
- Prepare reports as required by the FC National Team Committee.
- Other duties as may be assigned by the FC National Team Committee.

## **Special Note:**

Each individual member of the team is expected to cover costs of travel, accommodation, meals, etc for this tournament. Fundraising and Sponsorship activities will take place, but are not currently guaranteed to fully subsidize the expense. Estimated total cost is approximately \$2000CDN.

**Qualifications:**

- Preferably, a Bachelor's Degree from a recognized university (or equivalent).
- Experience establishing and managing budgets.
- Good spoken and written communication skills.
- Fluency in French and/or Finnish an asset.

The successful applicant will have a demonstrated and proven record of budget management and sport administration skills. Strong communications and team building skills are essential and a demonstrated ability to work in a team environment, as well as independently, is critical. The applicant must be a proven self-starter with excellent time management and organizational skills.

**Application Deadline:**

If you satisfy the above requirements, interested candidates should submit:

- Resume/CV
- Cover Letter

by 12:00 p.m. EDT on October 10th, 2008 to the National Teams Committee Chair.

All applications will be reviewed carefully to develop a short-list of candidates for interview. Floorball Canada thanks all those that apply however only those receiving an interview will be contacted. The successful candidate will be required to submit a criminal background check prior to assuming duties.

**Contact Information:**

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