



JOB DESCRIPTION

Canada Games MTB

Team Manager (Female)

The Team Manager will play a key leadership role in providing logistical support to all team members and will also act as a primary contact for assigned Team Ontario Mission Staff. The role may also provide coaching support to the Head Coach depending on experience. This role is only available to female candidates in order to ensure gender parity within our Coaching Staff.

Canada Games Overview

The Canada Summer Games are a two-week multi-sport event taking place every four (4) years. Athletes represent their province with the provincial sport organizations having the responsibility to select the athletes to represent Ontario in their respective sport. In 2025, the Canada Games will be held in the St. John's, Newfoundland and include the sports of Mountain Bike [XCO, Team Relay, Eliminator] and Road Cycling [Time Trial, Road Race, Criterium].

The Canada Games provides one of the few opportunities for developing athletes to experience a "Games" setting. Athletes will learn to adhere to overall Games protocols including living in an Athletes Village with shared-multisport accommodations, experience opening/closing ceremonies, and have their performance contribute to Ontario's point total to capture the Canada Game's Flag [overall highest scoring province].

Qualifications

- NCCP Introduction to Competition Certified or demonstrated coaching experience in-conjunction with high level experience as an athlete (preferred)
- NCCP Safe Sport Module (required prior to working with the team)
- Experience as an athlete/coach/support in cycling training camps and/or competitions (required)
- Strong communication skills
- Drivers Abstract (required if driving athletes for project)
- Completion of a Police Record Check (required prior to working with team)

Responsibilities

- Provide coaching and support at pre-Canada Games training camp(s) and during Games' competition

- Coordinate team meetings and training camps leading to and during the Games
- Provide input into athlete use/selection in specific Games competition (i.e. Team Relay)
- Attend all Canada Games Coach/Manager meetings leading to the Canada Games
- Responsible for ensuring OC/team compliance with Games requirements, adherence to deadlines, and maintaining on-going communication with assigned Mission Staff
- Support the Head Coach and athletes with questions/concerns regarding Games requirements and logistics
- Ensure athletes complete all Games registration requirements and submit required pictures, biographies, and other requested media elements
- Act as a primary contact to the OC Office in providing/coordinating social media content, pictures, athlete quotes, to promote team activities during the Games

Key Dates [subject to change]

Event	Date	Notes
Canada Games Mission Staff Meetings	Various – leading to the Games	Typically online but may have an in-person event
Canada Games Team Selection	June TBD, 2025	Athletes selected and notified
Canada Games Training Camp	July TBD, 2025	Multi-day Canada Games Prep. Camp, location TBD
Canada Games (MTB)	Aug 17 - 25, 2025	Week 2 of Canada Games

Click here to view the [Canada Games Technical Guide for MTB](#)

Application

Interested applicants are asked to complete an online application [HERE](#) no later than **March 15, 2025**.

Compensation for this position will be established based on candidate experience and qualifications.