



Football PEI Inc.
218-40 Enman Crescent,
Charlottetown, PE
C1E1E6 Canada
902-368-4262
executivedirector@footballpei.ca

Position Title: ATHLETE DEVELOPMENT MANAGER

Location:

- Football PEI, 218-40 Enman Crescent, Charlottetown, PE C1E1E6

Job Description:

- The Athlete Development Manager will be responsible for the efficient development, coordination, and implementation of all Football PEI (FPEI) athlete development camps, clinics and programs, including all administrative aspects.

Power of Decision Making:

- The Athlete Development Manager has authority to take the measures that are necessary in the daily coordination, administration, and implementation of FPEI approved plans, policies, and programs.
- For actions required beyond these limits, the Athlete Development Manager is required to have decisions approved through the Executive Director; whom they directly report to.

Duties:

- Manage all aspects of athlete development through Football Canada's Long-Term Athlete Development (LTAD) model.
- Develop and execute strategies to increase participation in flag and tackle at the grassroots level.
- Develop, implement, and maintain the efficient operation of FPEI participation camps and clinics.
- Collaborate with FPEI Club/Minor Football Association members with player development.
- Develop, coordinate, and find leaders for various position-specific athlete development programs.
- Coordinate and find leaders for Football Canada 1st Down Programs.
- Ensure athlete development programs are operating within budget guidelines.
- Foster and maintain positive relationships with the staff, membership, partners and public.
- Answer inquiries of athlete development from the staff, membership, partners and public.
- In conjunction with the Executive Director, develop and execute effective social media campaigns for athlete development programming, including maintenance of all websites and social media platforms.
- Ensure the Executive Director is updated and informed of all athlete development programs.
- In conjunction with the Executive Director, evaluate the success of the athlete development programs and report back to the Board of Directors.
- Assist in the delivery of other various projects and tasks assigned by the Executive Director, as needed.

* Only those applicants selected for an interview will be contacted.



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Minimum Qualifications:

- Minimum two (2) years experience in Sport and Recreation, Event Management, or a relevant field would be considered an asset.
- A degree/diploma in a relevant program such as Sport and Recreation Management, Event Management, Business Administration, Communications, Marketing would be considered an asset.
- Able to demonstrate knowledge of tackle and flag football fundamentals.
- Ability to maintain positive relationships with participants, colleagues, and staff.
- Excellent written and verbal communication skills.
- Experience in the use of computer software and social media platforms.
- Ability to work independently and in a team environment.
- Ability to effectively and quickly problem solve in time sensitive situations.
- Ability to handle multiple projects at one time.
- Experience in leading small teams of coaches/educators.
- Experience in leading football skill development sessions.
- Prior football coaching experience would be considered an asset.

Other Requirements:

- Must be willing and able to work evenings and weekends, as needed.
- Must be willing and able to work both remotely and in-office, as needed.
- Must have a valid driver's licence and access to a vehicle.
- Must have or be willing to obtain; Criminal Record Check & Vulnerable Sector Screening, CPR/First Aid, any required coaching courses.

Wage, Hours, and Schedule:

- \$20/hr. for approximately 20 hours/week – some weeks may fluctuate based on program schedule.
- Mostly evenings and weekends – based on program schedule.
- Ability to work remotely, when needed – shared office space provided.

How to Apply:

- Interested candidates are asked to apply via email: executivedirector@footballpei.ca.
- Must provide a Cover Letter, Resumé, and two (2) References.
- Application Deadline: Friday, October 25, 2024.

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