



DIRECTOR OF OPERATIONS

JOB POSTING

FOR IMMEDIATE RELEASE | THURSDAY, JUNE 6, 2024

The Alberta Schools' Athletic Association (ASAA) is conducting a search for a Director of Operations. The successful candidate will be required to attend in person to work in our office.

JOB TITLE: DIRECTOR OF OPERATIONS

ORGANIZATION: ALBERTA SCHOOLS' ATHLETIC ASSOCIATION (ASAA)

LOCATION: EDMONTON, ALBERTA

START DATE: AUGUST 15, 2024

THE SUCCESSFUL APPLICANT WILL

- Have obtained a bachelor's degree in business administration/management, commerce, or education. Alternative degrees or diplomas related to sport leadership or administration may be considered.
- Have experiences which have allowed for a development of knowledge and experience with coaching, sport administration and event management.
- Be analytical and practical as situations arise so that the best interests of all stakeholders are considered.

- Be a problem solver.
- Be experienced and respectful in responding to challenging personalities and issues.
- Have the ability to effectively use office IT equipment, software, and social media platforms.
- Have demonstrated excellent leadership, communication, organizational and interpersonal skills.
- Understand that this is a salaried, management position that will sometimes require time to be spent outside of regular business hours.

SALARY

A comprehensive salary benefits package is offered, commensurate with qualifications and experience. Grid equivalencies may be considered.

APPLICATIONS

APPLICATION DEADLINE: THURSDAY, JUNE 20, 2024

APPLICATIONS TO: Must be emailed to info@asaa.ca.

APPLICATION MUST INCLUDE:

- Cover Letter
- Resume
- Minimum 2-3 reference contacts

Thank you to all those that apply. Only those chosen for an interview will be contacted.

CONTACTS

Alberta Schools' Athletic Association
info@asaa.ca



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DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

PLANNING

Oversight of ASAA Provincial Championships in 12 sports; some with multiple locations on the same date. Each championship event requires planning (in coordination with a host school or committee), budgeting, and reporting.

ORGANIZATION

Responsibility for special projects such as sport demonstrations or festivals, and the Game of the Week.

LEADERSHIP

Coordinate and lead various sub-committees. Some office management roles may be included in this role.

COMMUNICATION

Regular and ongoing communication with several stakeholders e.g. ASAA Executive Committee and Board, School Administrators, Athletic Directors, ASAA Sport Commissioners, Ranking Committees, Officials Associations, school coaches and others.

ONLINE SERVICES

Oversight of ASAA Registration system and all web portal offerings including supervision of staff managing them as directed by the Executive Director.

LIVE STREAMING

Oversight of successful live streaming for ASAA Provincial Championships and other events.

PROBLEM SOLVING

Ability to listen, synthesize, and find solutions to numerous and varied matters on an ongoing basis, often in short time-frames.

PUBLICATIONS

Contribution to and oversight of staff in producing and disseminating publications as directed by the Executive Director.

REPRESENTING THE ASAA

Attend and have speaking and presentation opportunities at ASAA Provincial Championships and events throughout the year.

PROVIDE ASSISTANCE TO THE EXECUTIVE DIRECTOR IN THE FOLLOWING AREAS:

- Coach Education/related online initiatives
- Budget and finance administration
- Meeting Management and preparation
- Achieving the goals of the ASAA Strategic Plan

OTHER DUTIES AS ASSIGNED BY THE EXECUTIVE DIRECTOR

CONTACTS

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