



Canada Roller Derby Call for Applications

Canada Roller Derby is a registered non-profit organization whose mission is to develop and organize the sport of roller derby across Canada, and to manage and field national teams of the highest calibre. We have ambitious plans for the future of roller derby in Canada: while developing competitive national teams, we are also launching a Sport Development branch and developing the organization with the intention of operating as a National Sport Organization. We are looking for enthusiastic and inspiring staff to lead the organization boldly and capably into this phase of expansion.

We are currently seeking to fill the following volunteer positions. Individual job descriptions follow.

1. Canada Roller Derby General Manager
2. Canada Roller Derby Sponsorship & Marketing Manager
3. Team Canada Women's Roller Derby Head Coach 2019-2021
4. Team Canada Women's Roller Derby Assistant Coach 2019-2021
5. Team Canada Women's Team Manager

We are also looking for individuals to fill the following roles on an occasional basis. See attached page for the requirements.

- Accountant/Auditor
- Webmaster/IT specialist
- Graphic Designers
- Photographers
- French Editors/Translators

As a young non-profit organization with big ambitions, operating within a community-driven sport, our staff acts on a volunteer basis for now.

We appreciate your taking the time to apply for these roles. Please submit a letter of intent and a curriculum vitae outlining your relevant experience, along with the names and contact information of three references. Please format your application as a single PDF and direct it to chefdemission@teamcanadarollerderby.com by 15 March 2019.

1. Canada Roller Derby General Manager

Canada Roller Derby's General Manager is the main comptroller of the organization and head of its Administration arm. The General Manager is responsible for overseeing the financial operations of the organization, working with the national Women's and Men's Team Managers and the Head of Sport Development to incorporate those branches' operations into an overall balanced budget. As head of administration, they also manage the organization's human resources.

The General Manager supports the overall strategic vision for Canada Roller Derby established by the Board of Directors. Because Canada Roller Derby is working towards operating as a National Sport Organization, they will manage operations to align with the requirements of a Registered Amateur Athletic Association.

This is a two- or three-year renewable contract beginning as soon as possible. This is a volunteer position with expenses paid as often as possible.

REPORTING AND SUPERVISING

- The General Manager reports to the Canada Roller Derby Board of Directors.
- General Manager supervises Canada Roller Derby's Head of Sponsorship & Marketing.
- The General Manager must work collaboratively as a peer with Head Coaches of Team Canada Women's and Men's teams, and Canada Roller Derby's Head of Sport Development to incorporate the needs of these branches.
- The Team Managers of Team Canada Women's and Men's teams report equally to the General Manager and the Head Coaches of the respective teams.
- The General Manager manages any staff and contractors who do not report elsewhere.

RESPONSIBILITIES

- Reporting to the Board Treasurer, responsibility for overall financial management of the organization.
- In consultation with the Board, manage human resources for the organization, including direct responsibility for hiring and/or supervising certain positions.
- Help deliver the overall strategic vision for the organization, as established by the Board.
- Help establish and maintain a consistent, communicative, and responsible public profile for the organization.

QUALIFICATIONS

- Strong financial management experience.
- Experience in the management of non-profit corporations is an asset.
- Excellent organizational skills
- Strong communication skills
- Tact, respect, and conflict-management skills
- Bilingualism (English-French) is an asset.

2. Canada Roller Derby Sponsorship & Marketing Manager

Canada Roller Derby's Sponsorship & Marketing Manager is responsible for developing sponsorship, partnership and business opportunities within and outside the roller derby community. The person in this public-facing position will be the primary point of contact for sponsors and other clients contributing to the organization and/or the national teams. Therefore, we are seeking someone who can capably represent the teams, the organization's strategic vision, and the sport beyond the roller derby community. Excellent communication and organizational skills, an outgoing attitude, diplomacy, persistence, and networking abilities are all a must for this role.

The Sponsorship & Marketing Manager supports the overall strategic vision for Canada Roller Derby established by the Board of Directors. Because Canada Roller Derby is working towards operating as a National Sport Organization, they will manage Sponsorship & Marketing operations in keeping with best practices of a non-profit corporation.

This is a two- or three-year renewable contract beginning as soon as possible. This is a volunteer position with expenses paid as often as possible.

REPORTING AND SUPERVISING

- The Sponsorship & Marketing Manager reports to the Canada Roller Derby General Manager.
- The Sponsorship & Marketing Manager must work collaboratively with the Head Coaches and Team Managers of Team Canada Women's and Men's teams, and Canada Roller Derby's Head of Sport Development to fulfill the needs of those branches.

RESPONSIBILITIES

- Foster relationships with sponsors and partners for Team Canada Men's and Women's teams (both cash and product). This should include companies both within the roller derby community and corporate opportunities outside of the roller derby community.
- Develop and manage a database of contacts and funding leads for the organization and prioritize good communication with potential donors and supporters.
- Execute contracts and maintain good paperwork with supporters.
- Prepare content for a sponsorship package.
- Participate in and uphold branding exercises within the organization.
- Oversee the organization's overall sponsorship and marketing strategy, including social media. This may involve delegating tasks, managing individual campaigns, and supervising staff, contractors or team members.
- Some Canada Roller Derby membership management and communications, as it relates to fundraising activities.
- Acting as a public spokesperson for the organization, help establish and maintain a consistent, communicative, and responsible public profile and branding for the organization.
- Help deliver the overall strategic vision for the organization, as established by the Board.

QUALIFICATIONS

- Financial management experience.
- Experience in sponsorship and/or development for non-profit corporations is an asset.
- Marketing and social media experience is an asset.
- Excellent organizational skills.
- Strong communication skills.
- Tact, respect, and diplomacy.
- Bilingualism (English-French) is a strong asset.

3. Team Canada Women's Roller Derby 2019-2021 Head Coach

Team Canada Women's Roller Derby Head Coach is responsible for setting the direction and executing the performance of Team Canada Women's team for the coming World Cup cycle. They are directly responsible for developing the team culture and athletes and player personnel in a safe, professional, and competitive environment. This role is for somebody who is ready to make tough and smart decisions in the interest of the team, on and off the track. The duties will begin as soon as possible, continuing through the next Roller Derby World Cup (not yet scheduled), ending with post-World-Cup reporting. This is a volunteer position with expenses paid as often as possible.

REPORTING AND SUPERVISING

- Team Canada Women's Roller Derby Head Coach reports to the Canada Roller Derby Board.
- The Head Coach must work collaboratively as a peer with Canada Roller Derby's General Manager and its Head of Sponsorship & Marketing.
- They are also expected to collaborate with the Women's Team Manager and consult with Canada Roller Derby's Head of Sport Development.
- They will manage the Assistant Coach and any other Team Canada Women's coaches.

RESPONSIBILITIES

- With support of the Assistant Coach, develop and implement a team training plan encompassing:
 - developing players' individual skillsets;
 - developing athlete fitness expectations and benchmarks;
 - improving line/team cohesion;
 - developing and evolving and varied strategies;
 - strategy playbook;
 - establishing player expectations and interactions;
 - tracking and understanding off-skate commitment and progress.
- Develop workable team structure, considering levels, development, tryout attendance, practice/travel expectations and player positions.
- Strong interpersonal communications with athletes and within CRD and team leadership, including:
 - timely communication within the organization;
 - maintaining regular communication with athletes;
 - asserting acceptable behaviours within team communications;
 - promoting positive, healthy, and inclusive interactions.
- With the support of the Assistant Coach, create and use a regular feedback mechanism for individual athletes and the team as a whole. This might include:
 - constructive criticism; clear improvement expectations;
 - realistic, unbiased assessments;
 - providing standardised metrics for skaters to understand expectations;
 - tracking and encouraging skaters' personal goals;
 - providing elite examples and benchmarks for improvement;

- regular skill check-ins with skaters via practice or video homework.
- Encourage and set expectations for activities which support the team, including:
 - fundraising activities;
 - coaching outside the team;
 - and prideful and disciplined public appearances which abide by the CRD Code of Conduct
- Set up tryouts and establish tryout format, selection process, and rubric.
- Creating team charters and rosters and acting as the designated coach during games.
- Deliver boot camps in cooperation with CRD Sport Development division.

QUALIFICATIONS

- Experience and knowledge of the game
- Strong leadership skills
- Strong organizational skills
- Strong communication skills
- Tact, respect, ability to perform under pressure, and conflict-management skills
- Bilingualism (English-French) is an asset.

4. Team Canada Women's Roller Derby 2019-2021 Assistant Coach

Team Canada Women's Roller Derby Head Coach is responsible for helping the Head Coach set the vision, direction and management of the women's team. They will help develop the athletes and team culture in a safe, professional, and competitive environment. This role is for somebody who is ready to make tough and smart decisions in the interest of the team, on and off the track. The duties will begin as soon as possible, continuing through the next Roller Derby World Cup (not yet scheduled). This is a volunteer position with expenses paid as often as possible.

REPORTING AND SUPERVISING

- Team Canada Women's Roller Derby Assistant Coach reports to the Head Coach.
- The Assistant Coach must work collaboratively as a peer with the Women's Team Manager.

RESPONSIBILITIES

- Help the Head Coach to communicate and implement an effective coaching plan.
- Run lines during games, adjust lines as necessary, and file game-related paperwork.
- Participate in roster and charter decisions.
- Communicate with the team and with the Team Canada Women's Team Manager.
- Support the team training plan.
- In support of the Head Coach, use regular feedback mechanisms.
- Enforce a workable team structure considering levels, development, tryout attendance, practice expectations, player positions and travel expectations.
- Provide input on tryout format, goals, and decisions.
- Strong interpersonal communications with athletes and within CRD and team leadership, including: timely communication within the organization; maintaining regular communication with athletes; asserting acceptable behaviours within team communications; and promoting positive, healthy, and inclusive interactions.
- In support of the Head Coach, participate in regular feedback mechanisms for individual athletes and the team as a whole.
- Support expectations for activities which support the team, including fundraising activities; coaching outside the team; and prideful and disciplined public appearances which abide by the CRD Code of Conduct.
- Help deliver boot camps in cooperation with CRD Sport Development division.

QUALIFICATIONS

- Experience and knowledge of the game
- Strong leadership skills
- Strong organizational skills
- Strong communication skills
- Tact, respect, ability to perform under pressure, and conflict-management skills
- Bilingualism (English-French) is an asset.

5. Team Canada Women's Roller Derby Women's Team Manager

Team Canada Women's Team Manager is responsible for the administration of the team and is the main conduit between the team and the general management of Canada Roller Derby for financial and organizational matters. Excellent organizational and communication skills are key for this role. The Team Manager will help support the vision, direction, management, and team culture of the women's team. The duties will begin as soon as possible, continuing through the next Roller Derby World Cup (not yet scheduled), closing with post-World-Cup reporting. This is a volunteer position with expenses paid where possible.

REPORTING

- Team Canada Women's Team Manager reports equally to the Women's Head Coach and to Canada Roller Derby's General Manager.
- The Team Manager must work collaboratively and as a peer with the Women's Assistant Coach.

RESPONSIBILITIES

- Reporting regularly to Canada Roller Derby General Manager, manage team-specific finances.
- Manage organizational paperwork including skater insurance and athlete contracts.
- Coordinate travel and practice arrangements.
- Coordinate uniforms and team-specific merchandise operations.
- Reinforce a healthy team structure and expectations for activities which support the team, including fundraising activities and prideful and disciplined public appearances which abide by the CRD Code of Conduct.
- Deliver good and bad news with tact and care.

QUALIFICATIONS

- Excellent organizational skills
- Strong communication skills
- Tact, respect, and conflict-management skills
- Bilingualism (English-French) is an asset.

Canada Roller Derby occasional contracts

Canada Roller Derby is looking to develop ongoing relationships with a number of specialists who could provide occasional specialized skills to the non-profit organization on a *pro bono* basis.

Please prepare an expression of interest as a single PDF and direct this to chefdemission@teamcanadarollerderby.com by 15 March 2019.

Accountant/Auditor

- Work with General Manager and Board Treasurer to develop and review financial statements.
- Act as a resource to the organization for financial accounting principles.

Webmaster/IT specialist

- Help establish and maintain Information Technology infrastructure and principles, including servers, files, and software.
- Advise and act as a resource to the organization for IT questions.

Graphic Designers

- Act as one of a stable of designers available to help with identifiable and delimited design projects for the organization's public use. A copyright and licensing contract will be executed before any work is done.

Photographers

- Act as one of a stable of photographers available to photograph Team Canada and Canada Roller Derby events, which could range from practices to being the team's designated photographer for World Cup.
- For the designated event, provide an agreed-upon number of licensed images for the organization's public use. A copyright and licensing contract will be executed before any work is done.

French Editors/Translators

- Act as one of a stable of French-language experts available to help issue materials in both official languages.