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**Toronto Triathlon Club Board**

**Description of Role of Executive Director**

**Reports to:** President and Board of Directors of the Toronto Triathlon Club

In support of the Club mission to “develop a community of multisport athletes from recreational to elite level with a common purpose to achieve personal athletic goals, and participate in organized group training session in a fun environment”.

**Summary of Position:**

The primary responsibility of the Executive Director is the organization of training and related activities for the Toronto Triathlon Club (“TTC” or the “Club”). This includes design, facilitation and delivery of training opportunities for club members by liaising with sponsors and subject /field area experts to offer valuable, innovative and cost-effective triathlon training. The Executive Director provides support to the Board of Directors in other operational areas as required.

**Primary Duties**

1. Calendar of Events
* Ongoing development of the “Training Calendar of Events” for the current year with the Training Director. This includes identifying, organizing and managing on average 2-4 monthly clinics and training seminars relevant to triathletes and the interests of Club members. Follow up on success of clinics and report back to board.
* Attend Club activities.
* Explore new Club opportunities.
1. Overseeing Club Coaches
* Organize and manage Toronto triathlon community coaches or leaders including swimming, biking, running along with Training Director
* Manage volunteers / group leaders.
1. Camp Facilitation
* Schedule, organize and manage training camps (Collingwood, Development camp, Muskoka, etc), including, but not limited to: booking of accommodations, creating schedule of events, organizing speakers, group leaders, preparing budgets with Treasurer, overseeing awards, swag and supply needs and liasing with appropriate board members.
1. Compliance with Triathlon Ontario
* Complete and submit Emergency Action Plan (EAPs) for club activities to ensure liability and insurance coverage.
* Acquire event sanctioning for required club activities
1. Communications
* Communication and event promotion to club members via social media and web-site updates along with communications director.
* Communication with sponsors as needed to organize and host clinics, activities and events under director of Sponsorship director.
* Communication to the Board of Directors monthly on activities and needs.
1. Revenue Generation
* Create and organize events that are revenue generating to sustain the role as self-funding.

**Qualifications, Skills & Experience:**

Qualifications:

* College, University bachelors degree or equivalent
* NCCP Triathlon Trained or equivalent coaching certification
* Valid CPR certification
* Current Toronto Triathlon Club membership

Work Experience:

* Previous Experience as a triathlon club Executive Director or high working knowledge of the requirements of managing a triathlon or athletic not-for-profit club.

Qualities:

* Initiative:  Volunteers readily, undertakes self-development activities, seeks increased responsibilities, pursues opportunities, seeks and offers help when needed. Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, measures self against standard of excellence.
* Teamwork: Exhibits objectivity and openness to other’s views, gives and welcomes feedback and puts success of team above own interests.
* Adaptability:  Adapts to changes in the work environment, manages competing demands, changes approach or method to best fit the situation and able to deal with frequent changes, delays or unexpected events.

Updated May 2015