



1400 Bayly St., Office Mall 2, #2B  
Pickering, Ontario L1W 3R2  
Bus. #: (905) 831-3699 Fax #: (905) 831-1083  
Toll Free: 1-866-800-7293  
E-mail: [occ@ontcurl.com](mailto:occ@ontcurl.com)

## **CHIEF ADMINISTRATIVE OFFICER (Part-Time)**

The Ontario Curling Council (OCC) is seeking a knowledgeable and experienced person for the position of Chief Administrative Officer. The Ontario Curling Council is the Provincial Sport Organization (PSO) for Curling in Ontario and has two Member Associations (MAs), the Ontario Curling Association (OCA) and the Northern Ontario Curling Association (NOCA).

The Chief Administrative Officer, reporting to the Board of Directors, is responsible for program administration, financial management, and day-to-day operations, consistent with the aims and objectives of the Ontario Curling Council.

### **Primary duties include:**

- liaising with Ministry of Tourism, Culture and Sport consultant
- securing, coordinating and administering funding for its member associations
- preparing grant submissions
- researching new program opportunities and assisting MAs with development and implementation
- preparing, monitoring and reporting on budgets and related financial matters to the Board
- assigning and supervising work of staff including contract staff
- ensuring the OCC Constitution and Bylaws, Policies and Procedures, and Strategic and Business Plans are in compliance with the Ministry's Sport Recognition Policy
- developing and maintaining excellent working relationships with Executive Directors of MAs and external partners such as the CCA, SAO etc.
- maintaining accurate files.

### **Qualifications:**

The Chief Administrative Officer must be knowledgeable about the sport of curling. Demonstrated experience in sport development coordination and/or business administration, normally acquired through a degree or diploma in Sports Administration or Business Administration, is desired. Additional required skills include:

- Written and verbal proficiency
- Computer skills including document and database management, spreadsheet development and maintenance, web maintenance and/or development
- Excellent organizational skills
- Financial knowledge and practical application.

**Hours of Work:** Maximum 24 hours/week or according to seasonal demands.

**Location:** Home office in community of successful candidate.

Copy of job description can be obtained at [occ@ontcurl.com](mailto:occ@ontcurl.com)

Send resume outlining skills, knowledge and experience to: [occ@ontcurl.com](mailto:occ@ontcurl.com)

**Application Deadline: 12:00 noon Friday November 1, 2013.**