Northwest Territories School Sports Association

Executive Director

Position Description

PURPOSE OF THE POSITION
(The main reason for the position, in what context and what is the overall end results)

The Northwest Territories School Sports Association (NTSSA) believes that involvement in sports benefits youth's physical, social, and mental well-being. School sports play a vital role in education and the lives of youth.

Recognizing the importance of school athletics and territorial tournaments, NTSSA requires the position of Executive Director to assist regions across the Northwest Territories in continuing to provide a vibrant school athletics program for youth.

As the Territorial Sports Organization for school athletics, the NTSSA is primarily responsible for organizing territorial competitions.

SCOPE
(The way that the position contributes to and impacts on the organization)

The Executive Director must believe in the importance of providing opportunities for personal and athletic growth while promoting sportsmanship, self-esteem and the development of life skills.

The Executive Director would be responsible for working with school staff across the Northwest Territories to ensure standards and regulations are developed and adhered to and events are organized and run smoothly. They will assume responsibility for the organization and oversight of all school sports events offered.

The Executive Director will establish annual meetings of the Northwest Territories School Sports Association (NTSSA), and maintain an NT School Sports Association Handbook, which would provide coaches, students and parents with current information regarding established regulations for school athletics, the annual schedule of tournaments, and access to required documents.

The Executive Director's position will be a full-time position, with flexible work hours based on annual calendar needs. The Executive Director will report to the Northwest Territories School Sports Association Board of Directors.

RESPONSIBILITIES
(Major responsibilities and target accomplishments expected of the position, including the typical problems encountered in carrying out the responsibilities)

Serve as the leader of the Northwest Territories School Sports Association (NTSSA).

Main activities:

- Establish membership of the Northwest Territories School Sports Association (NTSSA) with representatives from each NWT education authority.
- Ensure all responsibilities of an association are met to maintain good standing.
- Schedule and facilitate annual meetings, through conference calls.
- Set agendas for meetings.
- Maintain minutes of meetings.
- Collaborate with members to set annual schedules for tournaments.
- Maintain Northwest Territories School Sports Association website.

Maintain the operations, financial planning, management, execution, and governing body relations of the Association.

- Conduct efficient and effective day-to-day operation of the organization;
- Use and maintain operational technology (i.e. Google Drive, registration systems, etc);
- Ensure registration data is securely stored and privacy/confidentiality is maintained;
- Oversee operational and program committees as required/requested;
- Manage the operations of the organization within the bounds of the approved budget and monitor the monthly cash flow of the organization;
- Approve expenditures within the authority delegated by the Board;
- Conduct proper accounting procedures in-line with the Treasurer needs;
- Manage and maintain positive relationships with appropriate governing bodies, agencies and other official stakeholders (i.e. Sport North, MACA, etc.);
- Complete all necessary submissions for MACA and other governing bodies;
- Ensure successful implementation of all necessary programs and policies required to remain in compliance with agreements in place with governing;
- The position may require travel throughout the Northwest Territories and occasional evening and weekend work.

Maintain Northwest Territories School Sports Association (NTSSA) Handbook.

Main activities:

- Ensure the handbook is current and has been provided to all event volunteers.
- Work with members of Northwest Territories School Sports Association (NTSSA) to review handbooks and establish new protocols and/or regulations as required.
- Identify new areas that need to be addressed as a result of issues/concerns that have surfaced.

- Conduct annual surveys to seek input into the regulations and handbook updates.
- Maintain updated facility contact information as an appendix of the handbook.

Organize school tournaments

Main activities:

- Provide schools with registration requirements and deadlines.
- Collect team registrations and fees.
- Develop tournament schedules.
- Provide school whips with tournament stats posters to be posted in each school.
- Purchase required banners/medals for events.
- Book school and community facilities as required.
- Act as liaison between teams and school or community venue for billeting.
- Ensure events and organizational practices align with Safe Sport principles, risk management procedures, and student safety expectations.

Strategic Leadership and Development

Main activities:

- Support the long-term growth and sustainability of school sport in the Northwest Territories.
- Develop partnerships with schools, Indigenous governments, communities, sponsors, and sport organizations.
- Identify funding opportunities and assist with grant applications and reporting.
- Support Safe Sport, inclusion, accessibility, and athlete wellbeing initiatives.
- Assist the Board of Directors with strategic planning and organizational development.

Maintain established budgets.

Main activities:

- Set a budget for each event including anticipated revenue and expenditures.
- Set registration costs based on budget needs.
- Seek local sponsors for events.
- Report final budget statement to association treasurer.

Hire personnel as required.

Main activities:

- Establish Tournament Whips for each host venue.
- Arrange for required referees.
- Ensure paperwork is completed for payment of position.
- Hire security.

Maintain communication and promotion of events.

Main activities:

- Ensure sponsors are recognized at each host venue.
- Establish communication with sponsors to advise them of results and thank them for their contribution.
- Promote events through social media.
- Arrange for the media to attend events.
- Ensure reports of any student issues have been sent to the Principal of appropriate school for possible required follow-up.
- Set up communication protocol for Tournament Whips to keep you informed, when required, throughout the event.

QUALIFICATIONS

This individual should have:

- Coached, participated and/or ran community/school sports events.
- Comfortability with taking the lead on large scale projects.
- The ability to organize, develop and coordinate activities.
- Interest in youth sport development.
- Experience in establishing and maintaining a budget.
- Experience in developing protocols/regulations.
- The ability to manage multiple tasks at the same time.
- Strong communication skills.
- The ability to work independently with little or no supervision.
- Knowledge of Google products for the association's processes.

COMPENSATION

1. Employee annual salary of $83,000
2. An annual Northern Allowance of $3700.00.

REPORTING

The Executive Director reports to and is accountable to the NTSSA Board of Directors through the President or designate.