

2025 Canada Summer Games

Team Manager



Overview: The role of the Team Manager is to provide leadership and logistical support to athletes and coaches for the Canada Games 2025. The Team Manager will report to the Executive of Swim PEI and the Head Coach of the Canada Games Swim Team. The Team Manager is a volunteer position.

Responsibilities:

Liaison with the Provincial Canada Games Committee (PCGC)

- To attend 2025 Canada Games meetings hosted by PCGC.
- To prepare regular written and verbal Financial and Management reports leading up to, during and following the 2025 Canada Games.
- Liaise with Mission Staff as required.

Team

- To make arrangements for travel and accommodation for the team when traveling out of town prior to the Canada Games (2025 Canada Games travel is arranged by PCGC).
- To communicate training schedules, costs, documentation, etc. to athletes and parents.
- To ensure the Team Selection Criteria is widely distributed.
- Coordinate athletes/parent information sessions as required.
- To support coaching staff as requested at the competition and practice venues (coordinate supplies, equipment, administration, etc.)
- If the team manager has coaching certification, the Head Coach may delegate coaching responsibilities to manager on occasion.
- Other duties as assigned.

Finances

- To work with the Head Coach to prepare the budget.
- To coordinate fundraising activities, collecting athlete fees, etc.
- To liaise with Swim PEI Treasurer, to authorize any team expenses.

Qualifications

- Experience working with budgets and bookkeeping is required
- Proficiency in Microsoft word, Excel, E-mail usage is required
- Demonstrated ability to work with others while meeting regular deadlines is required.
- Demonstrated ability to effectively communicate.
- Demonstrated ability to work with minimum supervision.
- Demonstrated ability to work with community supporters and sponsors
- Previous experience traveling with athletes as chaperone, manager or coach would be an asset.
- Previous experience working with athletes with special needs, would be considered an asset.
- Success candidate must submit a clean Police Records check including a vulnerable sector check.