



Waterloo Regional Tourism Marketing Corporation

## **General Manager, Waterloo Region 2026 Games Organizing Committee**

**Reports to: Chair, Waterloo Region 2026**

**Hybrid Position, requiring time in Waterloo Region**

**Compensation Range: \$90,000 - \$120,000**

### **Description:**

The General Manager (GM) will be responsible for overseeing all operational aspects of the 2026 Ontario Summer Games, July 30 – August 2, 2026, which includes liaising with the Games Organizing Committee (GOC) and the community. Management of the Transfer Payment Agreement with the Government of Ontario and the relationship with the Games Ontario Consultant.

Candidate will ideally start in the role in May of 2025 and conclude the role October of 2026.

### **General Responsibilities of the General Manager:**

- Work with GOC Chair to recruit volunteer chairs for the GOC, as well as volunteers for all committee areas;
- Lead monthly GOC meetings;
- Organize bi-monthly or monthly committee area chair meetings, as well as GOC Chair and Games Ontario Consultant meetings. Meeting frequency will increase as the Games draw closer;
- Manage the Ontario Games budget to ensure a break-even or surplus budget.
- Contribute to, follow and reference the GM/GOC Chair critical path;
- Identify, initiate and facilitate revenue generation for the Games;
- Develop relationships and initiate on-going communications with all committees.

### **Pre-Games role and responsibilities:**

- Act as an ambassador of the Games;
- Determine office space and any needed support staff for the Games;
- Prepare and report on any grant submissions;
- Execute the Transfer Payment Agreement with the Games Ontario Consultant;
- Manage the relationship with the Games Ontario Consultant, GOC, and the community;
- Work with committee area chairs to finalize locations for accommodations, sport and special event venues;

- Manage each committee chair to ensure they are delivering on their roles and responsibilities;
- Organize and consolidate all information such as schedules and budgets for each committee area;
- Lead the procurement and securing and managing of contracts for the Games;
- Troubleshoot any issues that arise surrounding the Games.

### **Games-time role and responsibilities:**

- The GM will be based at Games Headquarters. This role will travel to all locations as support to GOC and Games time volunteers, as required;
- Lead daily update meetings;
- Submit daily reports;
- Accessible by phone and email at all times.

### **Post-Games roles and responsibilities:**

- Prepare and submit final report to Games Ontario Consultant;
- Lead post-Games debrief meeting with GOC and Games Ontario Consultant;
- Manage Legacy committee and any legacy projects determined by the committee;
- Submission of Ministry Evaluations.

### **Commitment:**

- Pre-Games: Available approximately 16 months prior to the Games to contribute and participate in pre-planning activities/tasks and meetings;
- Games-Time: Actively lead GOC during set-up, training, competition and tear-down periods. This time period can range from one to two weeks;
- Post-Games: Available up to 4 months after the Games for post-Games meeting, reporting and final tasks.

### **Required Knowledge, Skills, and Abilities:**

- Post-secondary education, with a degree in Sport, Recreation, Event Management, Tourism or a related field preferred;
- Minimum 3-5 years' experience in the field of sport and event management required;
- Experience working in a multi-sport Games environment considered an asset;
- A demonstrated understanding of the regional, provincial and national sport landscape;
- Ability to build and nurture relationships with external partners;
- Detail oriented and highly organized, with strong project and time management skills;
- Experience working with a variety of government, sport and community partners would be considered an asset;

- Excellent interpersonal, verbal and written communication, organizational, and leadership skills, with an ability to work effectively in a highly collaborative environment to achieve results;
- Experience in budget management and report writing considered an asset;
- Familiarity of Waterloo Region considered an asset;
- Proficient in Microsoft Suite – PowerPoint, Excel, Word, Outlook;
- Flexible and adaptable to a changing and dynamic work environment;

**Conditions:**

- Contract position May 2025 through October 2026;
- Hybrid role – selected candidate will be able to work primarily remote, but will need to be able to attend in person meetings and site visits in Waterloo Region during the pre-Games period, and be onsite during Games time in its entirety;
- Due to the nature of the role, this position requires full-time work (40 hours/week) and a flexible schedule that may include early morning, late night, weekend and holiday hours;
- Event delivery may require physical demands including supporting event setup and teardown;
- This position requires a high degree of discretion as matters of a confidential nature are dealt with regularly;
- Travel within Waterloo Region and access to reliable transportation and a valid drivers license (G class) is required.