



Job Posting: High-Performance Manager

Organization: Ultimate Canada

Position Title: High-Performance Manager

Location: Ottawa, Ontario preferred

Reports To: Executive Director

Application Deadline: August 13th, 2025

Start Date: September 2nd, 2025

Type of Position: Full-time

Compensation and Benefits: Commensurate with experience. Pay range of \$50,000-66,000. Ultimate Canada offers health benefits and RRSP contributions to full-time employees.

About Ultimate Canada

Ultimate Canada is the national sport organization for the sport of Ultimate in Canada. Our mission is to lead, develop, and promote Ultimate and Spirit of the Game across the country. We support programs at all levels of play, from grassroots to elite international competition.

Position Overview

The **High-Performance Manager** is responsible for the administration and development of Ultimate Canada's high-performance programs, including national teams, athlete development initiatives, and international competition coordination.

The ideal candidate is a detail-oriented and responsive professional with strong administrative skills and a passion for supporting **athlete development**, **coach development**, and **national team programs** in their pursuit of excellence on the international stage.



Key Responsibilities

Program & Team Management

- Administer and enhance high-performance programs
- Manage all aspects of Ultimate Canada's national team programs for their life cycle (from coach selection committee to program reports):
 - **Junior Teams (U20, U24)** – Biennial programs that attend World Championships and hold prospect camps
 - **Senior Teams** – Quadrennial programs participating in events such as the *World Games*, *World Ultimate Championships*, and *World Beach Ultimate Championships*
 - **Masters Teams** – Quadrennial programs including the *World Masters* and *World Beach Masters Championships*

Athlete and Coach Development

- Design and manage athlete and coach identification programs and development pathways
- Support the implementation of the long-term development model

International Representation

- Coordinate Canadian team participation in international club events, including the *World Ultimate Club Championships*, *World Masters Ultimate Club Championships*, and *Pan American Ultimate Championships*

Leadership & Administration

- Lead and support the Ultimate Canada High-Performance Committee
- Oversee Sport Canada high-performance funding applications and reporting
- Manage anti-doping education and compliance
- Develop resources and materials to support high-performance stakeholders



- Implement fundraising and revenue generation strategies to support national team programming
- Assist the Executive Director with other strategic duties and organizational initiatives as needed

Key Skills & Competencies

- **Administrative Excellence**
Proven ability to manage schedules, budgets, reporting, and compliance with precision. Skilled in developing and maintaining efficient administrative systems that support team performance and operational goals.
- **Clear and Effective Communication**
Demonstrates outstanding written and verbal communication skills. Able to convey complex information clearly, facilitate meetings, and communicate expectations to diverse audiences with professionalism and impact.
- **Responsiveness and Follow-Through**
Highly responsive to internal and external stakeholders. Manages requests and priorities with a strong sense of urgency and accountability, ensuring timely and thorough follow-up on all tasks.
- **Organizational and Time Management Skills**
Expert in multitasking, prioritizing competing demands, and managing time effectively in fast-paced environments. Maintains order and clarity across projects and administrative processes.
- **Leadership and People Management**
Inspires and motivates teams to deliver high-quality results. Sets clear goals, provides guidance, and holds team members accountable while fostering a positive and performance-driven culture.
- **Process Optimization and Problem Solving**
Continuously looks for ways to streamline workflows, improve administrative



procedures, and remove operational bottlenecks. Brings a proactive, solutions-oriented mindset to every challenge.

- **Attention to Detail**

Maintains high standards for accuracy in reports, documentation, and communication. Ensures administrative and operational tasks are executed with precision.

- **Discretion and Professionalism**

Handles sensitive information with confidentiality and diplomacy. Represents the organization with professionalism in all internal and external interactions.

- **Technology Proficiency**

Adept in using office and project management tools such as Microsoft Office Suite, Google Workspace, CRM platforms, and scheduling/project tracking software.

Additional Assets (Not Required):

- Bilingual communication skills – ability to communicate effectively in both official languages (English and French)
- Degree and/or significant experience in sports administration, sport management, kinesiology, or a related field
- Coaching experience in amateur or high-performance sport settings
- Proven experience managing teams and/or sport programs
- Familiarity with high-performance sport systems and athlete development pathways
- Experience working with or with Sport Canada