



**Title:** High-Performance Director  
**Type of position:** Full-Time (Permanent)  
**Location:** Remote  
**Salary:** \$90k  
**Reporting to:** Chief Executive Officer  
**Start Date:** September 2025.

**Wheelchair Rugby Canada** is a world-leader in Wheelchair Rugby, a respected advocate for wheelchair athletes and a visionary organization committed to excellence in programs from recruitment to retirement.

Wheelchair Rugby Canada is committed to building a skilled, diverse team reflective of Canadian society. As a result, we promote employment equity and encourage applications from women, Indigenous peoples, persons with a disability or members of a visible minority group and regardless of sexual identity, gender identification or gender expression, and marital or family status.

## POSITION DESCRIPTION

Wheelchair Rugby Canada is looking for a High-Performance Director to lead Wheelchair Rugby Canada's High-Performance Program, which includes our National Teams and Next Generation Teams.

Under the direction of the Chief Executive Officer (CEO), the High-Performance Director is responsible for the leadership of high-performance Wheelchair Rugby in Canada, relative to developing the program vision and strategies, overseeing the implementation, preparing plans and budgets, managing and developing talent, and partnering with numerous key stakeholders.

## RESPONSIBILITIES

- **Building and Optimizing Partnerships and Relationships.** Represent the sport, liaise, manage relationships, and collaborate with various key stakeholders; Own the Podium; the Coaching Association of Canada; the Canadian Paralympic Committee and other agencies with respect to National Team activities and programs.
- **Fostering a Culture of Excellence.** Lead the development of the high-performance program vision, goals and strategies. Build and evolve a culture of performance excellence that enables achievement of outcomes for athletes, coaches, support staff and Wheelchair Rugby Canada.
- **Develop a High Performance System.** Oversee the development of and implementation of programs and systems to ensure sustainable excellence. Direct and manage integrated performance science strategy and budgets to enhance athlete performance including planning, delivery, evaluation, development, monitoring and research in medicine, science and other related services.
- **Design a High Performance Program.** Create annual and multi-year plans for all high-performance program activities. Preparing the annual and quadrennial budgets and determining the accountability for funds with respect to all high-performance programs.



- **Instilling Safe Sport Values.** Build and maintain an environment where everyone can thrive by promoting physical, psychological and social wellbeing through adherence of safe sport principles
- **Leading Performance.** Develop strategic long-term high-performance plans and implement programs and systems that are designed to sustain and improve the excellence of athletes and coaches to ensure sustained success at the Paralympic level.
- **Managing and Developing Talent.** Devise and implement talent identification and recruitment strategies. Oversee all high performance and national team coaching and technical staff; develop performance targets and evaluate the staff; determine gaps, professional development needs and continued learning opportunities. Develop an ongoing succession plan for key positions.

## BEHAVIOURAL COMPETENCIES

- **Builds Effective Teams & Engagement.** Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals that creates a climate where people are motivated to do their best.
- **Collaborates.** Building partnerships and working collaboratively with others to meet shared objectives.
- **Communicates Effectively.** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Courage.** Taking initiative to address difficult issues, saying what needs to be said even when fearful of doing so.
- **Decision Quality.** Making informed, ethical, and timely decisions.
- **Demonstrates Self-Awareness.** Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses. Be able to use this insight to develop and grow.
- **Ensures Accountability.** Holding self and others accountable to meet commitments.
- **Inspires Vision.** Painting a compelling picture of the vision and strategy that motivates other to action.
- **Manages Conflict.** Handling difficult people situations and leaning into different perspectives to identify and implement effective solutions.
- **Plans and Aligns.** Planning, collaborating and prioritizing work to meet commitments aligned with organizational goals.
- **Sets Standards.** Establishing clear guidelines and cultural expectations around High Performance strategy.
- **Strategic Mindset.** Seeing ahead to future possibilities and translating them into breakthrough strategies.
- **Trust and Integrity.** Gaining the confidence and respect of others through honesty, consistency, and authenticity.



## SPORT KNOWLEDGE AND SKILLS

- **Administration.** Developing clear and concise policies and protocols for the implementation of program plans including, but not limited to, program decision making processes, responsibilities and performance expectations
- **Evaluation.** Assess the overall high-performance strategy, program coaches/staff, athletes and overall performance including gap analysis tracking against identified metrics and indicators.
- **Financial Acumen.** Determining the budget and control accountability for all funds with respect to the program plan. Prepare annual operating reports, annual applications for financial assistance and other reports as required by all funding agencies and stakeholders.
- **High Performance Program Leadership.** Leading teams to success in a multi-disciplinary, cross-functional environment; delivering on strategic objectives & performance targets; setting performance and behavioral standards for the high-performance program.
- **High Performance Sports Insight.** Superior understanding of strategic high performance sport system planning, implementation, monitoring, and evaluation in Paralympic Sports at the national & international level.
- **Operational Insight.** Effective management of high-performance people, program, facilities and equipment.
- **Optimizing Talent.** Developing, inspiring, and engaging a strong team of national coaches and high-performance staff. Provide mentoring and facilitate development opportunities and continued learning.
- **Performance Science Integration.** Implementing integrated performance science services and resources through nationally and regionally driven performance science teams with the purpose of enhancing athlete performance.
- **Technical and Tactical Communication.** Developing strategies & proposals, defining requirements, preparing reports and various types of documents, and delivering presentations.

**Closing Date: Friday August 8, 2025 (5:00pm EST)**

Please forward your cover letter and resume to [info@wheelchairrugby.ca](mailto:info@wheelchairrugby.ca). Please include your expected salary in your cover letter.

We wish to thank all applicants for their interest; however, only those invited for an interview will be contacted.

### Conditions

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The employer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.