



POSITION DESCRIPTION

Athlete Development Manager

ABOUT SQUASH CANADA

Founded in 1913, Squash Canada is a non-profit, national sport association responsible for the development of athletes, coaches and officials and sets the standards for Canadian Squash. Squash Canada is a proud member of the Pan American and World Squash Federations and participates in the Pan Am Championships, Commonwealth Games, Pan Am Games and World Championships at the junior and senior level. Each year Squash Canada hosts nine national championships across the country and works with its Provincial/Territorial partners to promote the growth and development of squash across the country. With Squash's inclusion into the LA 2028 Olympic program, Squash in Canada is entering a growth stage, including our important international and domestic event program. It is an exciting time for the sport, and the successful Athlete Development Manager will play a key role as Squash Canada enters its Olympic era.

Squash Canada 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, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

POSITION OVERVIEW

The **Athlete Development Manager** is a full-time role responsible for the leadership, administration, implementation, and continuous improvement of Squash Canada's national athlete development programs and national team operations.

Reporting to the Athlete Development Director, the Manager will provide day-to-day leadership and oversight of athlete pathway initiatives, national team programming, athlete services, training and competition opportunities, and related operational activities. The position will work collaboratively with national coaches, athletes, Provincial/Territorial Sport Organizations (PTSOs), committees, volunteers, partners, contractors, and host organizing committees to ensure programs are strategically aligned, effectively delivered, and responsive to the needs of Canada's athletes.

The Manager will be responsible for translating Squash Canada's athlete development strategy into effective programs and operational plans, monitoring program outcomes, managing resources and budgets, and identifying opportunities to strengthen the athlete pathway from emerging athletes through to high-performance environments.

JOB RESPONSIBILITIES

National Teams & Athlete Services

- Lead the day-to-day administration and operational delivery of Squash Canada's National team programs.
- Lead the development, implementation, and ongoing review of team selection criteria, policies, procedures, and operational guidelines.
- Oversee athlete and team expressions of interest (EOIs), entries to Major Games and international competitions, and associated logistics, travel, accommodation, accreditation, and expense reimbursement processes.
- Maintain oversight of athlete and coach records, including Athlete Agreements, medical information, size charts, test results, player profiles, images, and sport safety protocols.
- Lead the planning, procurement, distribution, and inventory management of national Team uniforms and equipment.
- Oversee athlete insurance services and ensure appropriate coverage is in place for National Team activities.
- Lead the planning and delivery of training camps, clinics, tours, and development competitions.
- Manage coach and contractor agreements and oversee compliance with screening, certification, safe sport, anti-doping, and other organizational requirements
- Serve as a primary operational contact for National Team athletes and coaches, ensuring timely communication, issue resolution, and delivery of athlete services.
- Monitor National Team program performance, identify operational or programming gaps, and recommend improvements to the Athlete Development Director.

Athlete Pathway & Development Programs

- Lead the administration, implementation, and continuous improvement of Squash Canada's athlete pathway programs
- Oversee athlete skill and fitness testing protocols, data collection, results management, and reporting.
- Provide strategic and operational oversight of National Training Centres (NTCs), including program monitoring, stakeholder communication, and evaluation.
- Manage the National Junior Circuit (NJC) Program, including planning, delivery, stakeholder engagement, and evaluation.
- Lead the operational delivery of Road to the Podium (RTP) programming and events.
- Oversee National Squad identification, tracking, communication, and athlete development planning.
- Manage Squash Canada's athlete funding system, including budget allocation, claims processing, reporting, and support for Sport Canada carding nominations.
- Lead the ongoing development and administration for the Corporate Mentorship Program
- Support the Athlete Development Director in the development and implementation of long-term athlete pathway strategies and initiatives.
- Identify emerging trends, gaps, and opportunities within the Canadian athlete pathway and recommend initiatives to improve athlete development and retention.
- Establish and monitor program objectives, performance indicators, timelines, and outcomes.

Program Management & Operations

- Develop annual work plans, operational plans, timelines, and budgets for assigned athlete development programs.
- Manage program budgets and expenditures, ensure resources are used effectively and in accordance with Squash Canada policies.
- Monitor program deliverables, timelines, risks, and outcomes and provide regular updates and recommendations to the Athlete Development Director.
- Develop and maintain systems, processes, and documentation to improve the efficiency and consistency of athlete development operations.
- Coordinate and lead meetings with athletes, coaches, PTSOs, committees, contractors, and other stakeholders as required.
- Manage external contractors, suppliers, and service providers supporting athlete development programs.
- Ensure program activities comply with Squash Canada policies, Sport Canada requirements, safe sport standards, anti-doping requirements, and applicable national and international regulations.
- Contribute to organizational planning, reporting, grant applications, and funding submissions related to athlete development.

Squash Canada Events

- Lead the athlete development component of major Squash Canada events, including the Canadian Women's Open, Canadian Men's Open, Canadian Junior Open, Canadian Senior and Junior Championships, and international events hosted by Squash Canada.
- Lead the planning and delivery of Road to the Podium fundraising events in collaboration with internal and external stakeholders.
- Oversee the development and distribution of event information and communications to athletes, coaches, officials, volunteers, and other participant groups.
- Provide on-site leadership and event management support, including athlete services, team operations, logistics, and issue resolution.
- Evaluate event delivery and develop recommendations for continuous improvement.

Marketing and Communications

- Collaborate with Marketing and Communications staff to develop strategies that promote National Squads, National Teams, athlete development programs, and high-performance initiatives.
- Lead the development and coordination of athlete and National Team content for newsletters, websites, social media, and other communication channels.
- Identify opportunities to enhance the visibility and profile of Squash Canada athletes and athlete development programs.
- Contribute to event marketing, hosting, and engagement strategies.
- Coordinate athlete interviews, news content, media opportunities, and other promotional initiatives.
- Contribute to the development of sponsorship proposals and partnership opportunities related to athlete development.

- Support the management and evaluation of existing athlete development sponsorships and partnerships, including tracking deliverables and outcomes.
- Develop relationships with key partners, funders, PTSOs, and other stakeholders to support athlete development initiatives.

Leadership & Stakeholder Relations

- Serve as a key liaison between Squash Canada, athletes, coaches, PTSOs, committees, volunteers, partners, and other stakeholders
- Provide leadership and guidance to committees and working groups related to athlete development.
- Build strong collaborative relationships across the Canadian squash system to support athlete development objectives.
- Represent Squash Canada at meetings, events, competitions, and other external engagements as required.
- Promote a safe, inclusive, athlete-centred, and high-performance culture across all assigned programs.
- Contribute to organizational strategic planning and cross-departmental initiatives as a member of the Squash Canada professional staff team.

Other

- Provide strategic and operational support to the Athlete Development Director.
- Other duties as may be required

REQUIRED QUALIFICATIONS & EXPERIENCE

- Post-secondary degree in Sport Management, Kinesiology, Business Administration, Recreation, or a related field.
- Minimum of 3-5 years of progressive experience in sport administration, athlete development, high-performance sport, program management, or a related field.
- Demonstrated experience managing programs, projects, budgets, timelines, and stakeholder relationships.
- Experience working within the Canadian amateur sport system and/or with national, provincial, or territorial sport organizations is considered an asset.
- Experience working directly with athletes, coaches, volunteers, committees, and sport organizations.
- Demonstrated knowledge of athlete development pathways and high-performance sport systems.
- Strong project management, organizational, analytical, and problem-solving skills.
- Excellent written and verbal communication skills.
- Demonstrated ability to manage multiple priorities and work independently in a fast-paced environment.
- Experience with safe sport, anti-doping, athlete agreements, screening requirements and/or Sport Canada programs is considered an asset.
- Experience with event management and domestic/international sport competitions is considered an asset.

WORKING CONDITIONS:

- Position will be based out of the national office in Toronto, with a hybrid working arrangement.
- Full time, permanent (40 hours per week). As a professional position, overtime will not be paid however, time off in lieu of hours worked will be available.
- Domestic and occasional international travel may be required.
- National Team programming, competitions, and events may require long hours over successive days to ensure successful delivery.
- Occasional weekend and evening work will be required, particularly around competitions, events, and meetings.
- Some lifting of boxes, shipments, displays, and equipment of less than 50 lbs may be required.
- The successful candidate will be required to undergo a Police Record Check and/or vulnerable sector check, safe sport training, and other screening requirements in accordance with Squash Canada's Screening Policy.

COMPENSATION

Compensation is commensurate with experience and qualifications, within a range of \$50-70,000.

APPLICATION PROCESS

To apply, interested applicants should fill out the following Application Form. **Applications will be received up until October 31, 2026.**

APPLICATION FORM: <https://forms.gle/tdRDKpZkre8gav1CA>

Any questions should be directed to Gillian Golosky at gillian.golosky@squash.ca

We would like to thank all applicants in advance for their interest in Squash Canada, however only those selected for an interview will be contacted.

Thank you

Squash Canada
www.squash.ca