



## **BC Taekwondo Federation**

*2930 Lonsdale Avenue, North Vancouver, B.C. V7N 4H9*

High Performance Director Job Position

**Position:** High Performance Director

**Start Date:** September 1, 2021

**Salary:** \$1000 per month.

### **Job Description:**

**Status:** Part-time (some evening and weekend work may be involved); average / norm of 12 hours weekly).

**Type of Position:** Contractor.

**Travel:** The High Performance Director may be required to travel on occasion and upon Board of Directors request, to domestic and international events.

**Location:** Can work from home (virtual office).

### **Nature of the Position:**

Taekwondo BC is the provincial sport governing body for the sport of Taekwondo in British Columbia. The Association is seeking a High Performance Director to be responsible for providing leadership and management support to the area of Provincial Team Programs and high performance for Taekwondo BC. The HP Director must be a leader that will help clearly articulate the vision, and drive Taekwondo BC's high performance program towards performance against the world's best. The selected candidate will have the unique opportunity to not only help develop the high performance program to support Taekwondo BC's continued podium success, but help to create the supporting structure and system to foster and sustain a culture of performance excellence.



## **BC Taekwondo Federation**

*2930 Lonsdale Avenue, North Vancouver, B.C. V7N 4H9*

The HP Director is responsible for leadership and management of high performance Taekwondo in British Columbia, as guided by Taekwondo BC's Strategic Plan. This includes the development, implementation and monitoring of all technical aspects of Taekwondo BC's high performance and associated development (Next Gen) programs, grounded in Long-Term Athlete Development (LTAD) principles. Working closely with the Board of Directors, Taekwondo BC Team Coaches, sport science & medicine staff and other high performance staff, the HP Director will develop the system, plans and accountabilities necessary for British Columbia's success at Olympic and World Championships.

All staff is employed or contracted by Taekwondo BC to facilitate achievement of its long-term vision and planned annual targets. All personnel and HP contractors are required to operate within the policies established by the Federation's volunteer Board of Directors and are expected to act consistently with the Federation's values.

TAEKWONDO BC receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. TAEKWONDO BC staff is responsible to manage and administer the Federation's finances and provide administrative support for all association activity, under the supervision of the Taekwondo BC Board of Directors.

### **Key Responsibilities:**

Reporting to the Board of Directors, the High Performance Director's key responsibilities will include, but may not be limited to:

- Chairing a Taekwondo BC High Performance Committee



## **BC Taekwondo Federation**

*2930 Lonsdale Avenue, North Vancouver, B.C. V7N 4H9*

- Draft / preparing all high performance-related policies, criteria and key documents, in conjunction with BC Team Selection Criteria, Carding Criteria, Major Games-specific Internal Nomination Procedures, Athlete Agreements.
- Oversee Taekwondo BC Team Selection, in accordance with approved Criteria and in consultation with the Board of Directors and Taekwondo BC Team Head Coaches.
- Provide administrative help in the selection of Taekwondo BC Team Coaches, for the Junior and Senior National Teams, in consultation with and as required by the Board of Directors.
- Fulfill the role and duties of Team Leader / Director at various (domestic and / or international) National Team events, as required by the Board of Directors.
- Support the Taekwondo BC Board of Directors with development and management of budget for the area of high-performance and excellence specific to the Taekwondo BC Team programs (camps, competitions, Regional Centres, Coaches' Salaries, etc).
- Plan and oversee implementation of Taekwondo BC Team and enhanced excellence programs, policies and agreements in consultation with the Taekwondo BC Team Head Coaches, for both Junior and Senior poomsae and sparring.
- Monitor performance measures and targets for Taekwondo BC team programs.
- Oversee coordination of all technical aspects of Taekwondo BC, International, Inter-regional and Regional Training Camps (this includes camp scheduling and programming) in conjunction with Taekwondo BC Team Coaches and other staff (TAEKWONDO BC Administrative Assistant / Vice President, Secretary General and / or other Executive staff).
- Jointly with the Board of Directors, identify, coordinate and implement educational and development opportunities for Taekwondo BC Team Coaching Staff.



## **BC Taekwondo Federation**

*2930 Lonsdale Avenue, North Vancouver, B.C. V7N 4H9*

- Help coordinate the implementation of LTAD recommendations related to Taekwondo BC Teams and high-performance-related areas.
- In collaboration with Taekwondo BC Team Head Coaches, lead in managing duties related to the Athlete Assistance Program (yearly nominations, review meetings, drafting of new Criteria, tracking / monitoring of athletes...).
- Provide yearly Provincial Team / HP reports to the Executive for Taekwondo BC's stakeholders and partners.
- Perform other related duties, as required and requested.

### **Liaisons:**

The High Performance Director may be required to liaise with:

- TAEKWONDO BC Board of Directors and other Staff (specifically in regards to administrative coordination, logistics and budget)
- TAEKWONDO BC Officials' Committee
- Taekwondo BC Team Coaches
- Club Coaches of Taekwondo BC Team athletes
- Regional Training Centre Coaches
- Provincial/Territorial Associations
- Canadian Olympic Committee
- Sport British Columbia (AAP Program)
- Other National Taekwondo Federations
- CCES (Canadian Centre for Ethics in Sport)...

### **Power of Decision Making:**

The High Performance Director has authority to take measures that are necessary in the leadership as well as the daily and ongoing management of Taekwondo British Columbia's high performance programs, in accordance with approved contract, budgets, plans and policies.



## **BC Taekwondo Federation**

*2930 Lonsdale Avenue, North Vancouver, B.C. V7N 4H9*

### **Performance Review:**

The High Performance Director will be expected to accomplish specific end results, satisfactory fulfillment of job responsibilities and attainment of the required level of ability in key competency areas. The Board of Directors will, near the conclusion of this contract period, conduct the HP Director's performance review, including the 3 previously mentioned elements.

### **Applicants:**

Qualified applicants are invited to submit their applications and resume in confidence, by email, **Closing Date to be announced**, to:

Master Tony Kook [tkook@vancouvermartialarts.ca](mailto:tkook@vancouvermartialarts.ca)

Master Minku Chang [changstk@hotmail.com](mailto:changstk@hotmail.com)

We thank all the applicants for their interest, but only those candidates selected for an interview will be contacted.

This position is made possible with the financial support from the Government of British Columbia.