



## Position Description

### Athlete Development Director

#### **ABOUT SQUASH CANADA**

Founded in 1915, Squash Canada is a non-profit, national sport governing body responsible for the development of athletes, coaches, and officials and sets the standards for Canadian squash. Squash Canada is recognized by the Pan-American and World Squash Federations, Sport Canada, and the Canadian Olympic Committee, and sends national teams to World Championships, Commonwealth and Pan-Am Games. Each year Squash Canada hosts nine national championships across the country and works with its provincial and territorial partners to promote the growth and development of squash across the country.

**IMMEDIATE SUPERVISOR:** Chief Executive Officer (CEO)

**LOCATION:** Toronto office based

#### **POSITION OVERVIEW**

The Athlete Development Director (ADD) leads all aspects of the organization's high performance and athlete development programs, and is familiar with the squash landscape.

The primary purpose of this position lies in the responsibility to produce international success as demonstrated by podium performances at World Team Championships and Major Games and Top 10 World Rankings, and the development of a strong, sustainable feeder system through which the next generation of champions will be produced. The ADD is responsible for the development, management and results of all national team programs and initiatives and for the planning and execution of development programs capable of producing future world caliber national team athletes.

The ADD will work closely with high performance coaches working with elite, development, and junior athletes from across the country and will liaise with relevant Committees of Squash Canada as well as staff and volunteers from the Provincial/Territorial associations.

While the ADD must be adept at high level oversight of a national program, the position also requires strong organization skills to effectively manage the many facets of implementation.

All personnel are required to operate within the policies and procedures as established by the Board of Directors and CEO, and are expected to act consistently with the association's values.

## **KEY RESPONSIBILITY AREAS**

### **1. Leadership, HP Development and Planning**

- Plan, oversee, and evaluate all elements of Squash Canada's Road to the Podium (RTP) program and athlete pipelines to ensure sustainable excellence by Canadian squash athletes.
- Document goals and program plans in Squash Canada's strategic, high performance, and annual plans.
- Design and define a seamless athlete development pathway/system which includes appropriate provincial/territorial alignment and integration.
- Provide leadership and a clear direction and accountability structure for all relevant HP Squash Canada stakeholders (internal and external).
- Provide leadership and technical expertise to all high performance program stakeholders.
- Communicate the vision and goals of the high performance program, serving as a key Squash Canada brand ambassador for squash excellence in Canada.
- Build and maintain an HP excellence culture within Squash Canada.
- Study and analyze international squash developments and performance trends.

### **2. High Performance System Development**

- Direct and improve all aspects of the National Training Centres (NTCs) across Canada, continuing to engage with coaches and provincial/territorial associations in partnership discussions
- Manage Squash Canada's stake in the NTC network.
- Attend agreed-upon minimum number of NTC sessions.
- Direct National Junior Circuit (NJC) Program strategy.
- Devise and implement Talent ID and recruitment strategies.
- Develop, manage and monitor a sport science / medicine program.
- Act as athlete and coach liaison, providing check-ins, guidance, and support.
- Develop recommended training and development programs for coaches and athletes, providing guidance as needed.
- Develop and implement an athlete monitoring system, including oversight of athlete yearly training plans and annual evaluations.

### **3. Athlete Pathway Development**

- Deliver athlete pathway/LTPD education for coaches, players, parents and administrators.
- Design and oversee delivery of appropriate national, regional, and/or provincial/territorial athlete development camps, clinics, and tours.

- Lead organization of the Battle of the Border and possibly other domestic developmental competitions.

#### **4. Program Direction**

- Develop, publish, and oversee implementation of relevant selection criteria and processes in alignment with the HP plan and strategies.
- Direct all aspects of senior and junior team management including athlete and coach selection, budgets, preparation plans and logistics for World Championships, Major Games, Pan American Championships, and other major international competitions.
- Lead junior and senior National Teams at 4-8 international events per year.
- Direct the athlete-side of the organization's anti-doping program and compliance with the Canadian Anti-Doping Program.
- Oversee Squash Canada's athlete funding system, including all matters related to securing Athlete Assistance Program "carding" via Sport Canada, and distribute information to athletes about funding opportunities through the Canadian Olympic Committee, AthletesCAN, or other national agencies with applicable funding programs, and provide support and assistance for such applications.
- Direct logistics such as athlete agreements, insurance, uniforms, equipment, information, and other athlete services.

#### **5. Partnerships and Relationships**

- Work collaboratively with the Provincial/Territorial Governing Bodies and provide assistance and mentorship with regard to athletes, programs, and high performance systems in and from their respective provinces.
  - Develop positive working relationships with high performance coaches and seek their input and feedback where appropriate.
  - Act as Squash Canada's representative on high performance matters with sport organizations, partners, and stakeholders. Especially Own the Podium (OTP) in the lead up to the LA 2028 Olympics.
  - Prepare annual operating reports, annual applications for financial assistance and other reports to all funding agencies, as required.
  - Engage the High Performance and Junior/Athlete Pathway Committees for advice and support as required.
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## **6. Personnel Management**

- Provide leadership, direction, and effective management, guidance, advice, and support to Squash Canada's National Coach(es).
- Recruit and manage other National, Junior National, Athlete Development, and Event coaches as may be required to deliver programming and events.
- Align and support coaches in implementation of performance and training program objectives.
- Manage and coordinate the activities of other required support staff including sport science and paramedical personnel.

## **7. Technical Leadership and Support**

- Develop and improve the High Performance Plan for Own the Podium.
- Develop and communicate technical standards for skills and fitness at different stages of the LTPD.
- Provide technical support as may be required for Squash Canada's LTPD model, competitive structure, coach development programs, Canadian ranking system, and tournament seeding.

## **8. Fundraising, Corporate Giving & Sponsorship Development**

- Liaise with the CEO regarding all funds development activities to ensure there remains a coherent delineation of revenue generation roles.
- Shared thought leadership in development and implementation of Squash Canada's funds development activities, supporting the strategic plan of the organization.
- Be accountable to and support the process of achieving annual funds development goals.
- Develop and maintain relationships with current, past and potential donors and sponsors.
- Support and attend Road to the Podium (RTP) fundraising events.
- Provide connectivity to the other staff, contractors, host organizing committees, Provincial/Territorial Associations (PTAs) and athletes, cultivating strong relationships with each to maximize fundraising and partnership development success.
- Act in a front-facing manner at Squash Canada events, including MCing, awards presentations, etc.

## **QUALIFICATIONS**

- Proven track record as a player and/or coach at a high performance level.
- Minimum of Competition Development context certification within the National Coaching Certification Program (NCCP), or international equivalent; advanced coaching credentials considered an asset.
- Ideally, a University degree in kinesiology, physical education, sport management, business administration, or related field.
- Proven record in leading groups to success in a cross-functional environment; delivering on strategic objectives and performance targets.

- Superior understanding of strategic high performance sport system planning, implementation, monitoring, and evaluation at the National and International level.
- Experience in planning logistics in support of team travel to international competitions and training camps.
- PASSION and ENTHUSIASM for squash, athlete development, and excellence, strives to be an industry leader and embraces opportunity for continuous improvement.
- Open, transparent, ethical, and professional in all areas of interaction and reporting.
- Exceptionally strong leadership and team-building skills combined with proven sport management, administrative, and financial abilities gained in sport or other sectors.
- Ability to work independently, maintain tight work schedules and work flexible hours including some evenings and weekends.
- Exceptional squash technical knowledge.
- Excellent communication skills (verbal, written). Proven consultative, facilitation, and decision-making skills with the ability to build positive relationships with colleagues and a wide variety of stakeholders and partners.
- Excellent language skills orally and written in English; the ability to work effectively in French is an asset.
- Computer literacy with MS Office, knowledge and comfort with web based platforms such as Club Locker, athlete monitoring software.

#### **LEVEL OF AUTHORITY**

The ADD is accountable for the high performance program, performance results, and funds development targets. As such, the ADD is granted a high level of authority in the design, decision making, and actioning of program elements, within the context of the organization's strategic and high performance plans, budgets, and foundational and operational policies. The ADD reports directly to the Chief Executive Officer and is expected to liaise closely with donors and sponsors, the High Performance Committee, Junior/Athlete Pathway Committee, National Coach(es), other event coaches, staff, the high performance coach community, and Provincial/Territorial performance leaders in the development and implementation of programs.

#### **WORKING CONDITIONS**

This is a part time position, with expected 10 hours of work per week. The ADD will be a relationship and alignment builder with a large and diverse group of athletes, coaches, training centres, and administrators, and thus will need to devote consistent effort to effective communication. Considerable travel and ability to work occasional evenings and weekends are requirements.

#### **PHYSICAL REQUIREMENTS**

During events, the ADD may be required to work intense and extended hours.

#### **DIRECT REPORTS**

- National Coach(es)
- Contracted National and Event Coaches

- Contracted team support staff

**COMPENSATION AND START DATE**

Compensation is commensurate with experience and qualifications within an expected range of \$15,000-\$25,000 for this part-time role. The start date is flexible.

**APPLICATION PROCESS**

To apply, interested applicants should fill out the following Application Form. **Applications will be received up until May 1, 2026.**

**APPLICATION FORM: [Click Here](#)**

Any questions should be directed to Samantha Cornett Singh at [samantha.cornett@squash.ca](mailto:samantha.cornett@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](http://www.squash.ca)