



Atlantic Provinces Harness Racing Commission
P O Box 128, 5 Gerald MacCarville Drive
Kensington, PEI C0B 1M0
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Director Of Racing- Job Description

We are an Agency of the Council of Atlantic Premiers responsible for governing, regulating and supervising harness racing in all its forms relevant and related to pari-mutuel betting in the Atlantic Provinces.

Job Requirements:

Knowledge of the Harness Racing Industry (minimum five years' experience)

Directs and coordinates all administrative and enforcement operations as directed by the Commissioners of the Atlantic Provinces Harness Racing Commission in accordance with applicable laws and policies.

Advises and consults with racing Commissioners regarding trends in racing and issues related to the internal operation of the racetracks.

Establishes and maintains cooperative working relationships with members of the industry, recognized Horse people Associations, racetracks, and other equine organizations.

Experience in hiring, leading, and developing team members to support the organization's overall goals.

Experience in management, supervision of staff, and developing budgets.

Directs the development, evaluation, and implementation of APHRC policies and procedures from Commissioners.

Participates in the discussions with CPMA on industry concerns and trends.

Performs the full range of supervisory duties and performs related work as required.

Prior to accepting an offer of employment, the applicant must remove themselves of any direct connections as an owner, driver, trainer to Harness Racing.

Job preferences:

Experience in regulatory environment and knowledge of administrative law and procedure preferred.

Experience working with a Board of Directors preferred.

Race Official Judging experience preferred.

Minimum of two years post-secondary education or a combination of education and experience

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of administrative management methods.

Knowledge of budget principles and practices.

Knowledge of techniques used in policy research and program analysis and planning.

Ability to analyze and interpret policies, procedures, laws, rules, and regulations.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively orally.

Ability to communicate effectively in writing.

Ability to formulate strategic planning initiatives.

Skills and ability to speak in public, media training.

Strong Computer skills

Knowledge of and overseeing the operation and maintenance of video equipment cameras etc.

Knowledge of starting gate and their safe operation

Conduct Annual review of rules, rule changes and update the rulebook.

Oversee and facilitate training sessions and professional development opportunities for Commissioners.

Work Environment

The position must maintain a full-time office-based presence at the APHRC Head Office located in Kensington, PEI.

The position is required to travel to racetracks under APHRC jurisdiction, as well as related equine facilities as and when required.

The position is required to travel to act as a representative of the APHRC as and when required.

Compensation - Health Benefits and Pension options. Salary to be Negotiated.

Complete information pertaining to the position is available on the APHRC website; www.atlanticphrc.ca and the application can be forwarded to Cindy Doucette by email to cdoucette@atlanticphrc.ca or by mail to the address above.