



## JOB DESCRIPTION

Job Title:	OAS Coordinator – Competitions and Awards
Term:	Part-time (21 Hours/Week)
Reports To:	Senior Manager, Sport Development
Direct Reports:	N/A
Current Version:	July 2019

### Job Summary:

Ontario Artistic Swimming’s Coordinator, Competitions and Awards will be responsible for all programs and activities related to the effective delivery of OAS sanctioned competitions, testing events and award programs. The position requires strong written and oral communication skills, attention to detail and accuracy, multitasking in a dynamic environment, the ability to work collaboratively and cooperatively with staff and volunteers, and flexibility to work irregular hours and weekends as required for time sensitive priorities during competition season. Access to a vehicle for travel to various events is required.

**Major Portfolios:** OAS sanctioned Competitions, Awards.

**Core Competencies:** Knowledge of sport event management and administration, excellent communication and interpersonal skills, multi-tasking capability, initiative, good judgement and critical thinking, attention to detail and quality work

**Job Responsibilities** include, but are not limited to:

<ul style="list-style-type: none"> <li>• <b>Coordinate</b> administration of competitions including: bids; meet packages; schedule coordination; entries; fee structure/fines; deadlines; pre-requisites; schedules; figure groups; bin preparation; travel/accommodation; track hosting agreements; monitor facility/hotel contracts; athlete byes; posting of results; communication of all items; etc.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Coordinate</b> awards programs (ribbons/medals/trophies at competitions); volunteer appreciation; service, etc.; ordering; inventory; preparation and distribution of certificates/pins; maintenance of awards, trophies, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Ensure</b> configuration and set up of technical requirements including ordering, delivering and management for all competitions and related workshops, meetings, events, etc. as necessary to ensure effective delivery. Assist with registration/hospitality/other at OAS functions. Attendance is required at competitions and other events as directed by the Senior Manager</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Assist</b> the OAS board, Executive Director, Senior Manager Sport Development, staff and various committees in the implementation of policies, programs, various activities, special events, procedures, etc. of the association, and the same related to administrative functions</li> </ul>
<ul style="list-style-type: none"> <li>• Other duties as assigned</li> </ul>

### Qualifications:

- Post secondary education in sport or recreation, event planning or equivalent experience
- Proven communication and interpersonal skills
- Proven organizational skills
- Ability to work independently and within established deadlines
- Attention to detail and accuracy
- Commitment to working with OAS staff, the membership and volunteers as part of a team
- Solid technical experience. Fluent in Microsoft Office suite of products
- Basic working knowledge of social media
- Current, clean Police Information Check in accordance with OAS Policy

### Assets:

- Background, passion for or experience in sport/artistic swimming
- Project management experience
- Experience with Database creation and management
- Familiarity with MS Publisher, Word Press and Website management