



JOB DESCRIPTION

Job Title:	Sport Development Coordinator
Term:	One year, Full-Time
Reports to:	Technical Director
Direct Reports:	N/A
Current Version:	May 2022

Job Summary:

The Sport Development Programs Coordinator at Ontario Artistic Swimming will work with the executive staff to coordinate the day to day activities of our programs and initiatives. Tasks will include planning and executing the implementation of community programming for AquaGO!; tracking sport development program logistics, assisting with internal and external communication related to programs delivery, and preparation of reports.

Term: This is a full-time, one-year contract position with the possibility of transitioning to permanent full-time at the end of the term.

Work Environment: Ontario Artistic Swimming has a hybrid work environment with an office in Etobicoke. Ability to work occasional evenings and weekends will be expected as needed in our sport organization. Travel will be required to fulfill the responsibilities of the role in developing community programming.

Reporting: This position reports to the Technical Director, and collaborates with other staff as needed to meet deliverables.

Compensation: \$36,000-\$39,000, commensurate with qualifications and experience.

Core Competencies: Knowledge of community sport environments, strong communication and interpersonal skills, strong multi-tasking capability, initiative, attention to detail.

Job Responsibilities include, but are not limited to:

Community & Grassroots Development Programming:

- Identify communities with municipal swimming pools throughout Ontario that are prospects for the implementation of our AquaGO! Program to grow awareness and participation in artistic swimming.
- Liaise with community stakeholders to promote and implement AquaGo! Community program in communities across the province
- Coordinate AquaGo! Community Instructor certification with municipalities
- Be the main point of contact for inquiries related to the AquaGo! Community programming
- Search for funding opportunities to support Ontario Artistic Swimming programs and initiatives at the grassroots level, and assist in preparing applications for funding
- Assist in identifying and developing opportunities to grow the sport of artistic swimming in Ontario

Sport Development Program Support:

- Provide administrative support for OAS Sport Development programs including High Performance, EDI, CS4L Athlete Development Pathway Programs and Coach Development Programs
- Co-ordinate logistics of programs, including managing bookings, tracking expenses, program supplies/apparel and monitoring deadlines
- Prepare and distribute program-related materials
- Liaise with project-related stakeholders
- Assist with communication to program partners and participants
- Coordinate marketing and social media content creation related to Ontario Artistic Swimming programs and initiatives
- Attend staff meetings as requested
- Execute other duties related to the nature of the position, as determined by the Technical Director



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Qualifications:

- Post-secondary degree in a related field
- 2-3 years relevant experience including sport volunteerism
- Excellent oral and written communication skills
- Strong organization skills with high attention to detail
- Ability to work effectively both individually and with a team
- Proficient in MS Office and G-Suite
- Have a valid driver license and access to a vehicle
- Be familiar with and abide by all Ontario Artistic Swimming policies
- Current, clean Police Information Check in accordance with OAS Policy.

Assets:

- Background in/passion for community programs, especially sport
- Experience in artistic swimming a strong asset
- Working knowledge of social media platforms
- Experience with grant writing

APPLICATION PROCESS

Qualified applicants should send a resume and cover letter outlining their experience, salary expectations, and why they are suited for this position to:

Email: jobs@ontarioartisticswimming.ca (Please reference position title in email)

Applications will be received until Wednesday, May 25 , 2022, or until the position is filled.

Only those selected for an interview will be contacted.

Thank you for your interest in Ontario Artistic Swimming