



JOB DESCRIPTION

Job Title:	Sport Development Coordinator
Term:	Full-Time Permanent
Reports to:	Technical Director
Direct Reports:	N/A
Current Version:	November 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 assisting with sport development planning and implementation, tracking sport development program logistics, assisting with internal and external communication related to programs delivery, planning and executing the implementation of community programming for AquaGO!, and preparation of reports.

Term: This is a permanent full-time position.

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, supportive team member, attention to detail.

Job Responsibilities include, but are not limited to:

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
- Provide logistical and hands-on support at competitions and events
- Execute other duties related to the nature of the position, including occasional administrative support outside of the Sport Development portfolio

Community & Grassroots Development Programming:

- Search for and identify funding opportunities to support Ontario Artistic Swimming programs and initiatives at the grassroots level, and assist in preparing applications for funding
- Chair the OAS Athletes with a Disability Committee; lead and provide direction for the committee, chair committee meetings, take meeting minutes and report committee activities and recommendations to OAS management
- 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
- Assist in identifying and developing opportunities to grow the sport of artistic swimming in Ontario

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
- Experience in leading committees or working groups
- Experience with grant writing