



Job Description:	2025 Canada Games Team Manager/Assistant Coach
Term:	18 Month Term Part-Time Employment Agreement
Reports to:	Technical Director and Head HP Coach
Direct Reports:	Apprentice Coaches, Guest Experts
Number of Positions:	1
Compensation:	\$8,000-\$10,000 per year, commensurate with experience
Application Deadline:	January 15th, 2024

SUMMARY

Ontario Artistic Swimming (OAS) is seeking a Team Manager for the 2025 Canada Games team. The Team Manager will act as the Assistant Coach for the 2025 Canada Games Team, providing coaching and administrative support to the Junior provincial program. The Canada Games Team Manager will uphold the OAS Values while abiding by all relevant OAS policies and procedures as they work to advance the level of performance of identified and developing high performance athletes in Ontario.

Job Description –Tasks include but are not limited to:

- In collaboration with the Head HP Coach, develop and implement program components that support identified Ontario athletes in their development on the High Performance pathway.
- Develop and implement training approaches and methods that support identified Ontario athletes in developing attributes of the winning style of performance identified in Canada Artistic Swimming’s Gold Medal Profile.
- In collaboration with the Head HP Coach, prepare program plans and schedules that are consistent with principles of LTD and athlete pathways.
- Teach fundamental skills, appropriate physical conditioning, individual and team strategies and value the rich tradition of the sport.
- Participate in HP Academy sessions, including leading stations and exercises.
- In collaboration with the Technical Director and Head HP Coach, determine the process and criteria for the 2025 Canada Games Team selection process.
- Participate in all selection process activities.
- In collaboration with the Technical Director and Head HP Coach, assist with the selection of the team routine, duet & soloist selection, and in-house alternate selection as per Ontario Artistic Swimming Selection Criteria as posted and approved.
- Teach, mentor, educate, delegate to, supervise, and evaluate the Apprentice Coach(es) as appropriate.

- In collaboration with the Head HP Coach, prepare and lead training schedule plan, practice plans, routine training and revision (including Team routine and extra routines as needed), and figure preparation (if applicable).
- Attend identified competitions with Team Ontario, including the 2025 Canada Games and out-of-province and international events selected as part of Team Ontario's competition plan.
- Effectively communicate with Ontario Artistic Swimming, athletes, coaches, and families (including home club coaches as necessary).
- Produce and publish social media and digital communications updates for OAS athlete development programs.
- Perform administrative duties of Canada Games Team Manager as specified by the Games unit and agreed upon with the Technical Director.
- Model the principles of fair play, professionalism, and good sportsmanship at all times.
- Adhere to Ontario Artistic Swimming Policies and Procedures (and Canada Artistic Swimming as appropriate) ensuring that all activity is in cooperation with them as well as with any Committees and the Board of Directors of the Association.
- Other duties related to the nature of the position, as determined by the Technical Director.

Qualifications:

- CAC Competition Development certified or equivalent
- Respect in Sport for Activity Leaders certification, complete NCCP Making Head Way in Sport and NCCP Making Ethical Decisions modules.
- Have a current Police Record Check, signed waiver, and other documents as per Ontario Artistic Swimming Policies
- NLS-Pool and SFA/CPR-C certified.
- Strong inter-personal and communication skills
- Be a mature, knowledgeable, and experienced Coach
- Have a current Drivers License and passport
- Experience in planning training camps, safely traveling with teams by air, ground, etc., interacting with parents, structuring meetings, supervising coaches, and evaluating staff.
- Experience with the Provincial Team and/or HP Academy programs; experience with the National Team program an asset
- Strong administration and organizational skills.
- Be member in good standing with the Association.
- Other credentials aligning with the Job Description are an asset.

ADDITIONAL JOB REQUIREMENTS

- Ability to travel and work irregular hours including evenings and weekends as required to meet the needs of the position.
- Some lifting, up to 23Kg may be required.
- Must have a valid driver's license and access to a personal vehicle.
- Compensation commensurate with qualifications and experience.