

Sports Club Coordinator / Administrator

Pacific Wave Synchronized Swim Club – Richmond, BC

\$1,500 per month – Contract

Start Date – as soon as possible; training period – 2 months from start date

"Pacific Wave" welcomes individuals that bring with them passion to support youth sports, particularly girls in sport. Our community club offers training in both Richmond and Vancouver, for youth 5-20 years of age. Our club supports coaches and athletes from entry level (recreational) to National Competition and FINA / International.

The successful candidate will be responsible for coordination and administration of the day to day operations of the Pacific Wave Synchronized Swim Club (PWS). You will perform most of your work at your home office and you will report directly to the PWS board of directors. In this role you will work directly with coaches, associations, pools and other volunteers to coordinate and administer the day-to-day operations of PWS.

KEY RESPONSIBILITIES

- Report to board of directors on a semi-monthly basis to provide formal updates on club day-to-day activities.
- Provide monthly communications to PWS members updating current information of club programs.
- Support the Technical Director, coaches, board of directors, volunteers and members daily or as required throughout the year
- Coordinate all pool bookings throughout the year, in consultation with the Technical Director, and communicating reconciliation of invoices to finance team.
- In consultation with the board, is responsible to ensure an annual operation plan is in place; this plan includes major milestones, deliverables and activities
- Facilitate ongoing meetings with respective board members, sub-committees or other volunteers as required to meet the objectives of the position
- Coordinate and implement programming for all levels of the sport including creating online registration, initiate with community resources potential athlete registration avenues, respond to email or any form of communication inquiries
- Maintain and or support social media presence for the PWS on Facebook, Instagram, etc, working together with volunteer(s)

QUALIFICATIONS / EXPERIENCE / SKILLS

- Excellent time management, organizational skills and attention to detail.
- Independent and resourceful self-starter who is willing to accept new responsibilities and tasks as assigned by the board and in consultation with Technical Director.
- Ability to work well within a team environment (coaches, volunteers and parents)
- Good communication skills – both written and oral (email and web-postings), bilingual in Mandarin considered an asset.
- Experience with Microsoft Office 365 programs (Excel/Word); and willingness to learn to use TeamSnap (our registration and payment program)
- Ability to create and revise pages on our website:
<https://www.pacificwavesynchro.ca/>
- Minimum of one year Administration or management and coordination experience; two years experience recommended
- Experience or interested in Artistic Swimming or other amateur sport community club would be an asset.

COMMITMENT

- Attend monthly board meetings to provide a report of work completed and club update (24 hrs per year). Meetings held online at the moment.
- Attend annual AGM and provide overview of annual execution plan, key dates and milestones for the year (6 hrs per year) online at the moment.
- Must be willing to travel within the lower mainland.

COMPENSATION

- Monthly compensation = \$1,500

Job Type: Contract

Please send your resume and cover letter to president@pacificwavesynchro.ca.