
Canada Artistic Swimming is inviting applications for

SENIOR NATIONAL TEAM MANAGER

OVERVIEW

The Senior National Team Manager is responsible for the effective coordination and administration of Canada Artistic Swimming's National Team programs, with primary responsibility for supporting the Senior National Team and National Training Centre.

Working closely with the Chief Operating Officer (COO), High Performance Manager (HPM), Senior National Team Lead Coach and other members of the High Performance team, the Manager coordinates the operational requirements of the daily training environment, training camps, international competitions and major Games.

The position also provides operational support to Canada's Junior and Youth National Teams and plays an important role in creating a safe, positive, athlete-centred and high-performing environment.

The position is based at the Canada Artistic Swimming office at the Institut national du sport du Québec (INS Québec) in Montreal.

PRINCIPAL RESPONSIBILITIES

National Team Program Management

- Support the COO, HPM and Lead Coach in the implementation of CAS's High Performance Plan and National Team programs.
- Coordinate the day-to-day operational requirements of the Senior National Team and National Training Centre.
- Coordinate logistics for National Team training camps, selection activities and domestic and international competitions.
- Support Junior and Youth National Team programming as required, including travel, apparel, equipment and competition logistics.
- Coordinate participation in major international competitions, including World Aquatics World Cups, World Championships, Pan American Games and Olympic Games.
- Accompany National Teams to training camps and competitions as required.

- Coordinate pool schedules, facilities and other operational requirements at INS Québec and other training locations.
- Support program planning, debriefs and High Performance meetings.
- Maintain regular communication with National Team athletes, coaches, staff and other program stakeholders.

Athlete Services and Team Environment

- Serve as a key point of contact for National Team athletes regarding program logistics and administrative matters.
- Coordinate athlete onboarding and offboarding and support athletes in accessing appropriate CAS, Game Plan and other athlete services.
- Work collaboratively with coaches and Integrated Support Team (IST) practitioners to support athlete health, wellness and performance needs.
- Support the delivery of a safe, welcoming, respectful and person-centred daily training and competition environment.
- Support compliance with Athlete Agreements, codes of conduct, Safe Sport requirements and other applicable CAS policies.
- Coordinate team activities, celebrations and other initiatives that support team culture and athlete experience.
- Under the technical direction of the Lead Coach, provide on-deck support consistent with the Rule of Two and CAS Safe Sport requirements when required.

Competition, Camps and Travel

- Plan and coordinate National Team travel, including flights, ground transportation, accommodation, meals and itineraries.
- Coordinate competition entries, accreditation and other administrative requirements with World Aquatics and event organizers.
- Manage National Team information and entries through the World Aquatics GMS and other Games management systems.
- Coordinate logistics for domestic and international training camps.
- Serve as a key operational contact while travelling with National Teams and support the resolution of issues that arise during camps and competitions.
- Liaise with the Canadian Olympic Committee and other multisport organizations regarding Team Canada requirements for major Games.

Integrated Support Team and INS Québec

- In collaboration with the HPM, coordinate CAS's relationship with INS Québec and National Team IST service providers.
- Manage and monitor approved IST and National Training Centre budgets.
- Coordinate the scheduling, administration, payment and reporting requirements associated with IST services.
- Coordinate IST support for National Teams during camps and competitions.
- Support effective communication and collaboration between coaches, athletes, CAS staff and IST practitioners.

Financial and Program Administration

- Develop, manage and monitor National Team program budgets in collaboration with the COO and HPM.
- Manage competition, camp, travel, equipment, apparel and other assigned High Performance budgets.
- Review expenses, coordinate payments and support financial reporting related to National Team activities.
- Manage CAS's administration of the Sport Canada Athlete Assistance Program (AAP/Carding).
- Maintain accurate program records, schedules, athlete information and other administrative documentation.
- Identify opportunities to improve operational systems, processes and efficiencies within the National Team program.

Team Apparel, Equipment and Partnerships

- Manage the National Team uniform and apparel program across Senior, Junior and Youth National Teams.
- Serve as the primary operational contact for CAS's partnership with Turbo.
- Coordinate ordering, inventory, shipment and distribution of National Team apparel to athletes, coaches and staff.
- Manage assigned apparel and equipment budgets.
- Manage National Team equipment inventory, deployment, maintenance and replacement requirements.
- Work with CAS staff to fulfill applicable partnership obligations associated with National Team apparel and equipment.

GENERAL RESPONSIBILITIES

- Represent and uphold the mission, values and policies of Canada Artistic Swimming.
- Contribute to a positive, collaborative and respectful workplace and National Team environment.
- Maintain confidentiality and exercise appropriate discretion when working with athlete, personnel, medical and organizational information.
- Collaborate effectively with CAS staff, coaches, athletes, volunteers, PTSOs, partners and external stakeholders.
- Participate in staff and High Performance meetings and organizational planning as required.
- Undertake other reasonable duties consistent with the scope and level of the position.

KEY SKILLS AND CORE COMPETENCIES

- Exceptional organizational, planning and logistical skills.
- Strong interpersonal skills and demonstrated ability to build trusted relationships with athletes, coaches and staff.
- Excellent written and verbal communication skills; ability to work in both official languages is a strong asset.
- Strong judgment, discretion and ability to manage confidential and sensitive information.
- Ability to anticipate needs, solve problems and remain calm in complex or time-sensitive situations.
- Demonstrated ability to manage multiple projects, budgets, deadlines and competing priorities.
- Strong collaborative approach and ability to work effectively within a multidisciplinary High Performance environment.
- Athlete-centred approach and commitment to Safe Sport and athlete well-being.
- Strong financial administration and budget-management skills.
- Strong proficiency with Microsoft Office and relevant sport administration and information-management systems.

ADDITIONAL JOB REQUIREMENTS

- Ability to work flexible hours, including evenings and weekends, as required by the National Team training and competition schedule.
- Ability and willingness to travel extensively within Canada and internationally.
- Completion and maintenance of required CAS Safe Sport, screening and professional development requirements.
- Ability to work regularly within the National Training Centre environment at INS Québec.

QUALIFICATIONS AND EXPERIENCE

- Post-secondary education in sport management, business administration or a related discipline, or an equivalent combination of education and experience.
- Minimum 3 years of relevant experience in high-performance sport, team management, sport administration, operations or a comparable environment.
- Experience coordinating team travel, camps or international competitions is strongly preferred.
- Experience managing budgets and working with multidisciplinary teams is preferred.
- Experience within the Canadian sport system or a National Sport Organization is an asset.
- Knowledge of high-performance sport, Safe Sport and athlete-centred programming is an asset.
- Bilingualism in French and English is a strong asset.

HOW TO APPLY

- Interested candidates are invited to submit a resume and cover letter outlining their relevant experience and interest in the position to info@artisticswimming.ca by **October 28, 2026**.
- Please use the subject line: [Your Name] – Team Manager Application