



PACIFIC WAVE

SYNCHRONIZED SWIM CLUB

Sports Club Coordinator / Administrator **Pacific Wave Synchronized Swim Club – Richmond, BC**

\$1,500 per month – Contract

Training period: June 1 – July 31, 2019

Start date: August 1, 2019

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 monthly basis to provide formal updates on club activities
- Work with the community and membership to recruit volunteers for events, club trips, fundraising, etc
- Provide bi-weekly or monthly communications to PWS members in a variety of programs
- Provide coordination, administration and support to the head coach, board of directors, volunteers and members daily or as required throughout the year
- Coordinate all pool bookings throughout the year, including reconciliation of invoices
- Responsible to ensure an annual operation plan is in place, this plan includes major milestones, deliverables and activities
- Hold members and volunteers accountable to complete their activities on time
- 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, answering phone and email inquiries etc.
- Maintain social media presence for the PWS on Facebook, Instagram, etc

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 or head coach
- Ability to work well within a team environment (coaches, volunteers and parents)
- Good communication skills – both written and oral (email and web-postings), bi-lingual in Mandarin considered an asset.
- Experience with Microsoft Office 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 two years of experience related to coordination or administration
- Experience or interested in synchronized swimming 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 in Richmond BC.
- Attend annual AGM and provide overview of annual execution plan, key dates and milestones for the year (6 hrs per year) in Richmond BC.
- Must be willing to travel within the lower mainland.

COMPENSATION

- Monthly compensation = \$1,500
- Total compensation during training (June-July 2019) = \$1,500

Job Type: Contract

Experience: administrative / coordinator: 2 years (Required)

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