



Sport Services Coordinator

Synchro BC is seeking a Sport Services Coordinator to fulfill a one-year, full-time position with a possible extension. We are searching for a sport leader with excellent planning, organizational and interpersonal skills.

Job Location: Synchro BC Office (Fortius Sport and Health Centre, Burnaby, BC) with option to work remotely.
Application Deadline: July 26, 2019
Start Date: August 19, 2019

ABOUT SYNCHRO BC

The British Columbia Amateur Synchronized Swimming Association (Synchro BC) is the governing body for the sport of artistic swimming in British Columbia and a grassroots organization of passionate people in communities across the province who are growing the sport, one athlete at a time.

Supporting athletes of all ages and abilities is critical for the growth of artistic swimming in BC and was the motivation to organize Synchro BC under three equal pillars: Operations, High Performance and Sport Development. Under this structure, with exceptional professional leadership and expert advisory committees for each pillar, Synchro BC supports all members, communities and programs in BC. In all aspects of its operations, Synchro BC is guided by five key values:

We are connected as a True Sport COMMUNITY

We strive for EXCELLENCE

We offer INCLUSIVE programs

We act with INTEGRITY

We communicate RESPECTFULLY

For more information visit the Synchro BC's website at www.synchro.bc.ca.

JOB SUMMARY

The Sport Services Coordinator provides administrative support to the Executive Director and Leadership Team ensuring timely and effective progress in the delivery of artistic swimming programs in British Columbia. A primary responsibility of the position is to organize and run provincial events including, but not limited to competitions hosted by Synchro BC, meetings of staff, members or committees, provincial programs, summits, seminars, clinics, workshops and conferences. The Sport Services Coordinator also coordinates member registration, coach and official development opportunities, and recognition programs. The Sport Services Coordinator will also respond to general member inquiries, lend support to member clubs as needed, and update provincial communication tools.

The Sport Services Coordinator reports and is accountable to the Executive Director and works collaboratively with the High Performance Director and Sport Development Director to implement provincial programs and initiatives.

SCOPE OF RESPONSIBILITIES

Organizational Development

- Coordinate and track member and provincial registration activities, reconcile payments, and tabulate registration statistics.
- Lend administrative support to clubs during the registration process, as required.
- Draft submissions for interagency awards programs.
- Facilitate the nominations process for the Synchro BC annual awards celebration.
- Support the Sport Development Director in collecting, tracking, tabulating, verifying and analyzing Long Term Athlete Development data.
- Support communications activities such as updating the Synchro BC website, developing content for the newsletter, and drafting press releases, as directed.
- Develop and analyze statistical data to support funder reporting requirements.
- Attend and contribute to meetings as requested, including but not limited to staff, committee, general, special, town halls and membership meetings.
- Draft and distribute communications with and to members in relation to competitions and events, as required.
- Respond professionally and timely to email and telephone communications.
- Support the maintenance and revision of event policies and procedures.
- Support marketing and promotion efforts for provincial competitions and events.
- Support the Executive Director in the pursuing, developing and nurturing partnerships and sponsorship opportunities for provincial competitions and events.
- Develop news stories, social media strategies and “postcard” announcements as requested by the Executive Director.

Athlete Development

- Review, collate and track Star Program reports and issue star pins as appropriate.
- Submit star pin and AquaGO! order forms to the Accountant for invoicing.
- Maintain and replenish inventory of star pins and AquaGO! materials as needed.
- Support the High Performance Director in coordinating logistics for provincial program events.
- Support the High Performance Director, as appropriate, to coordinate the Athlete Assistance Program (AAP).

Coach Development

- Organize and coordinate logistics for National Coach Certification Program (NCCP) courses.
- Support the Sport Development Director in coordinating the Regional Coach Program.
- Support the Sport Development Director in coordinating coach professional development sessions and webinars.
- Input and update information and data in The Locker as needed.

Sport Development

- Liaise with members of the BC Officials Committee (BCOC) to coordinate the provincial officials development program.
- Support the BCOC in coordinating and marketing officials professional development and training opportunities.
- Support the Leadership Team in the development and maintenance of the competition structure and events calendar.
- Support the Leadership Team in securing guest speakers and presenters for Synchro BC events.
- Liaise with and support event host clubs, as required.
- Secure and manage all facility rentals for Synchro BC competitions and events, including but not limited to booking pools, meeting rooms, hospitality rooms, and accommodations for provincial competitions and events.
- Draft, revise and/or distribute event schedules, draws, and results for all provincial competitions and events.
- Set up the volunteer registration platform and scoring system for all provincial competitions and events.
- Ensure annual review and maintenance of the Synchro BC Events Manual.
- Receive and review Chief Referee, Head Judge, and Host Club post-event report and make recommendations to the Leadership Team accordingly.
- Coordinate transportation and accommodations for Synchro BC Officials as required.
- Collect, track and collate all routine music for competitions.
- Lead all aspects of event hosting and volunteer service education and outreach.
- In consultation with Chief Referee, draft and distribute pre- and in-competition information.
- Provide on-site support for event and competitions delivery.
- Attend provincial competitions and events, including but not limited to sanctioned competitions, the annual summit, and national events and/or national competitions, seminars, clinics or conferences.

EXPERIENCE AND ABILITIES

- 5 years' experience in a related field
- Knowledge of the British Columbia and national sport system
- Knowledge of domestic and international artistic swimming rules and systems is considered an asset
- Demonstrated event management experience
- Demonstrated experience in administration, coordinating logistics, working with databases and preparing statistics
- Attention to detail and capacity to work in a continuously changing environment
- Ability to work independently as well as collaboratively and professionally within a team environment
- Effective written and verbal communication skills
- Strong member service orientation demonstrated by the ability to anticipate, understand and respond to the needs and expectations of members

- Demonstrated ability to work collaboratively and professionally with colleagues, coaches and volunteers
- Excellent computer proficiency with MS Word, Excel, Power Point, databased, scoring systems and social media platforms
- Strong project planning and coordination skills
- Strong ethics and integrity
- Excellent team, relationship and skill building
- Ability to proactively initiate and prioritize tasks and organize a diverse workload taking into consideration priorities, deadlines and outcomes

ADDITIONAL INFORMATION

- This position is a one-year contract with the possibility of an extension
- Some travel will be required including attendance at competitions in BC
- Some evening and weekend work will be required
- There is flexibility in work hours and location with the option partially to work from home
- Compensation will be commensurate with experience, skills and qualifications

APPLICATION PROCESS

To apply, please email a resume and cover letter to ed@synchro.bc.ca by July 26, 2019. Only those invited for an interview will be contacted. The preferred start date is August 19, 2019