



JOB DESCRIPTION

Job Title:	OAS Coordinator – Training and Community Programs
Term:	Full-Time
Reports to:	Senior Manager, Sport Development
Direct Reports:	N/A
Current Version:	July 2019

Job Summary:

Ontario Artistic Swimming's Coordinator, Training and Community Programs, will be responsible for the numerous activities related to the effective delivery and tracking of OAS coaches' training, officials training, volunteers' training and community programs. The position requires strong written and oral communication skills, attention to detail and accuracy, multitasking in a dynamic environment, the ability to work collaboratively and cooperatively with staff and volunteers, and flexibility to work irregular hours and weekends as required for time sensitive priorities. Access to a vehicle for travel to various events is required.

Major Portfolios: OAS Coach and Officials' Training, Volunteers, Community Programs.

Core Competencies: Knowledge of sport administration, excellent communication and interpersonal skills, strong multi-tasking capability, initiative, good judgement and critical thinking, attention to detail and quality work.

Job Responsibilities include, but are not limited to:

<ul style="list-style-type: none"> • Coordinate Coach and Officials' training courses, meetings and special volunteer and community programs across the province, which includes: Facility bookings; registrations including follow-up; securing instructors; preparing materials; database update and management; etc. Track and update CAC Locker with OAS coach points, as required. Provide staff support to Ontario Officials Committee as required
<ul style="list-style-type: none"> • Coordinate community programs across the province to grow participation in all OAS and Canada Artistic Swimming (CAS) initiatives including AquaGO! Administer and develop databases to track all aquatic facilities. Coordinate and communicate distribution of relevant program materials for community implementation and training requirements. Track and update community program budgets and actuals
<ul style="list-style-type: none"> • Provide backup as required to OAS Coordinator – Competitions and Awards to ensure effective administration of competitions
<ul style="list-style-type: none"> • Provide backup as required to OAS Coordinator – Competitions and Awards for all awards programs and administration of same
<ul style="list-style-type: none"> • Ensure configuration and set up of technical requirements including ordering, delivering and management for all courses, workshops, meetings, events, etc. as necessary to ensure effective delivery. Assist with registration/hospitality/other at OAS functions. Attendance is required at competitions and other events as directed by the Senior Manager
<ul style="list-style-type: none"> • Assist the OAS board, Executive Director, Senior Manager Sport Development, staff, and various committees in the development and implementation of policies, programs, development activities, special events, procedures, etc. of the association, and the same related to administrative functions
<ul style="list-style-type: none"> • Other duties as assigned.

Qualifications:

- Post secondary education in sport or recreation or equivalent experience
- Strong communication and interpersonal skills
- Results-oriented organizational skills
- Ability to work independently and within established deadlines
- Attention to detail and accuracy
- Commitment to working with OAS staff, the membership and volunteers as part of a team
- Solid technical experience. Fluent in Microsoft Office suite of products
- Basic working knowledge of social media
- Current, clean Police Information Check in accordance with OAS Policy.



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Assets:

- Background, passion for or experience in community programs, sport/artistic swimming
- Project management experience
- Experience with Database creation and management
- Familiarity with MS Publisher, Word Press and Website management.