



## JOB DESCRIPTION

<b>Title:</b>	Programs Manager
<b>Term:</b>	Full-Time
<b>Reports to:</b>	Senior Manager, Sport Development
<b>Direct Reports:</b>	Contracts, volunteers and students as assigned
<b>Location:</b>	Etobicoke, Ontario

### Job Summary:

The Programs Manager will work under the direction of the Senior Manager, Sport Development and in collaboration with Ontario Artistic Swimming (OAS) Member clubs, coaches, athletes, officials, committees and volunteers to plan, implement, coordinate and evaluate the OAS CS4L/LTAD and High-performance (HP) mandates. The Programs Manager will be responsible for implementing, tracking and promoting the development, participation and organization of OAS competitive pathway programs. This will include building organizational capacity with member clubs for long term athlete development as well as relationships at the grassroots level, consistent with the mission, values and goals of OAS.

## 1. Primary Duties and Responsibilities

### a) Program Development and Coordination

- With Canada Artistic Swimming (CAS) and OAS HP & Technical experts(s), provincial coaches and input from club membership, provide management and support to develop and administer technically sound, progressive CS4L/LTAD and High-performance programs for athletes and coaches that provide overall, measurable improvement in skill base and deliver successful results
- Coordinate the implementation of the Athlete and Coach Pathways for successful participation and performance by OAS athletes and teams at all competitive levels and ensure where possible that OAS Pathways are developed and defined in alignment with CAS, Coaching Associations (CAO/CAC) or other governing bodies while building capacity at all levels
- Organize the implementation of Athlete and Coach Talent identification programs at all ages and levels and ensure the effective operation of OAS run programs through detailed attention to execution, scheduling, communication and promotion
- Ensure design of fair and transparent selection criteria for all programs and teams including Provincial Teams, Athlete Pathway and HP initiatives, Quest for Gold and Games teams' selection
- Facilitate the development and availability of program specific coaching and sport development clinics and sessions province-wide
- Prepare project budgets for approval and work within those budgets to manage specified program areas
- Work with OAS Coordinators to ensure that schedules, community recreational programs, and AquaGO! are aligned and in compliance with our competitive programs and CAS initiatives
- Supervise volunteers including students, program experts and contract staff to ensure successful delivery of program components as assigned.

### b) Communication and Coordination

- Maintain and coordinate effective programs communications throughout the OAS community
- Retain a large participation base at all levels in OAS programming
- Manage and coordinate the processes of implementation, and evaluation of short and long-term strategies and operational plans for the development of novice competitive, competitive and HP programs for OAS clubs, coaches, officials and athletes
- Promote OAS and act as an ambassador for the sport.

### c) Organizational Capacity

- Administer and coordinate OAS program funding partnerships and grant requirements for technical program funding, Quest4Gold program, Coach programs, Games programs and other special events and projects
- Assist in the development of, conduct regular reviews, and be accountable for budgets, financial reports, grant applications and follow-up requirements for programs
- Participate collaboratively in and support the Technical/High Performance Committee, Training & Development Committee and other committees and working groups as assigned
- Ensure accurate and timely record-keeping in all areas of implementation
- Ensure that all correspondence is handled in an accountable and timely manner and forwarded on to the appropriate committee where action is required
- Maintain a current inventory list of all property and equipment owned and acquired by OAS for purposes of the respective programs and submit annually to ensure adequate insurance coverage
- Perform other duties as required and assigned.

## **2. Reporting Requirements**

- Submits monthly activity schedules, work plan, deliverables and accomplishments as requested
- Contributes to and ensures ongoing and required communication and status updates are shared within the OAS team to minimize oversights in critical path and deliverables
- Financial budget management and reporting for the Sport Development area, ensuring projects are delivered on time and on budget

## **3. Knowledge, Skills and Abilities**

- Excellent written and oral communication skills
- Strong time management, project management and analytical skills, able to multi-task, set priorities and meet deadlines
- Knowledge of the provincial sport delivery system
- Strong organizational, consultative, critical thinking and decision-making skills
- Knowledge and experience in program planning and delivery, stakeholder and partnership development, policy development, data collection and evaluation
- Demonstrated commitment to the pursuit of excellence in the sport of artistic swimming as a sport for life and, including at all levels of competitive and high-performance sport for all ages and skills
- Ability to work independently with minimum supervision and within established deadlines with attention to detail and accuracy and actively contribute to a high performing, collaborative team environment.
- Promote the benefits of artistic swimming sport participation to communities and organizations to advocate for sport development.
- Capacity to grasp and embrace long term vision and effectively lead in change management as required

## **4. Qualifications and Experience**

- Post-secondary education or diploma in kinesiology, sport, culture or recreation administration or a strong combination of relevant training and experience
- Technical understanding of athlete development
- Experience in the sport of artistic swimming an asset
- NCCP Coach trained or certified at the Comp Intro level
- Demonstrated experience in and commitment to customer service
- Minimum of three years' experience working in the sport sector or specifically artistic swimming at the club, provincial or national levels
- Demonstrated experience with computer software and data collection
- Current, clean Police Information Check in accordance with OAS policy.

## 5. Working Relationships and Key Stakeholders

Internal:

OAS Staff	Parents
Club Members	Officials
Coaches	Volunteers
Athletes	Canada Artistic Swimming

External:

Canada Artistic Swimming	Sports Experts and Professional Consultants
Ministry of Tourism, Culture and Sport	CSI0 and CAO
TPASC & other Facility/Venue Management	Program Suppliers

## 6. Working Conditions

- Full time
- Travel and irregular hours are required in this position
- Evening and weekend work will be required
- Some lifting up to 23Kg may be required
- Must have a valid driver's license and access to a personal vehicle
- Salary and benefits commensurate with experience and achievement of results