



Canada Artistic Swimming (CAS) is inviting applications for a full-time position on our High Performance Staff Team.

National Team Manager

OVERVIEW

The National Team Manager has overall responsibility for providing support to the Chief Sport Officer (CSO) and the CAS management team. Significant duties include planning, organizing, and executing travel, training camps and other logistical details for all National Teams in addition to providing logistical support to national and international events. They also provide assistance on Integrated Support Teams (IST) and other projects as required by the CSO. The successful candidate will work out of the CAS office at the Institut national du sport du Quebec (INS) facility in Montreal, Quebec.

DUTIES AND RESPONSIBILITIES

- Responsible for supporting the CSO and Head Coach with executing the vision of CAS National Team Programs and for daily management of national team competitions and programming (centralized and decentralized) to sustain medal performances at World Series, Pan Am Games, World Championships and Olympic Games.
- Routinely coordinate travel plans and itineraries, accommodation and on-site plans in support of the national team members, coaching staff and others attending national and international events and training camps.
- Under the technical direction of the Head Coach, act as an assistant coach and/or on deck management in support of the Rule of 2 CAC standard when required.
- Consult and coordinate with members of the staff, and support national teams coaching and sport science staff as required. Provide information and guidance to assist in the preparation of research, presentations and functions.
- Provide general administrative and project support as requested, including but not limited to document preparation in Word, PowerPoint or Excel, copying, database updates and phone communications.
- Establish and maintain a positive work environment in the office and with outside constituencies and remote staff.

National Team Programs Management (Senior, JR and 13-15)

- Participate as directed in the implementation of selection procedures that meet the needs of the program in collaboration with the CSO and the Head Coach.
- Support logistically the implementation and design of camps throughout the year for testing, selection, evaluation and/or talent identification.



- Support logistics and plan debriefs and planning sessions for all CAS high performance programs.
- Coordinate participation in and accompanies teams to major championships and international camps as required including FINA World Series events, World Championships, Pan American Games and Olympic Games.
- Manage CAS's implementation of the Sport Canada Athlete Assistance Program (AAP).
- Support the technical staff in making sure that all athletes' progress is monitored to ensure adherence to national team programs.
- Oversee the administration and budget requirements for CAS National Training Centre; providing support as required to ensure efficient operation of the Centre.
- Responsible for managing all national team equipment including the submission of annual budget requirements for equipment, the deployment of equipment for training camps and competitions; managing and safeguarding the inventory and maintenance of equipment.

Budget Management & General Administration

- Participate in the development of and manage all budgets related to the National Team Programs.
- Assist with the development of the annual funding submission to OTP and other funding partners in order to maximize CAS funding working closely with CAS administrative staff, especially the CSO in establishing and adhering to the National Team budget.
- Ensure compliance by all CAS NT athletes with the provisions of the Athlete Agreement and Conduct and other policy requirements.
- Act as point of contact for the Canadian Olympic Committee and collaborate closely with Manager Team Services as required.
- Act as point of contact for FINA and coordinate the inclusion of information on the FINA GMS system.

GENERAL DUTIES

- Perform the duties stated as a responsible employee of Canada Artistic Swimming observing and supporting all policies and procedures as set by the Board of Directors.
- Represent the vision, mission and values of Canada Artistic Swimming, and conduct oneself according to ethical standards generally accepted in business.

KEY SKILLS AND CORE COMPETENCIES

- Excellent written and verbal communication skills, including ability to work in both official languages, are required.
- Experience in the sport of artistic swimming as an athlete and/or coach is a priority.
- Must be fully vaccinated in accordance with federal and provincial requirements and commit to continued vaccination as required by INS and other government agencies.



- Possess RLS lifeguard certification and NCCP Coaching Certification or be willing to complete same.
- Highly organized with strong problem-solving and conflict resolution skills.
- Able to multi-task and navigate multiple projects, deadlines and potentially conflicting priorities.
- Ability to take initiative, work independently and work as part of a team (fosters team environment).
- Excellent customer service orientation.
- Able to handle sensitive information in a professional and confidential manner.
- Excellent computer application skills - Microsoft Office - Word, Excel, Outlook and PowerPoint.
- Works effectively in a fast-paced, high-pressure environment.

ADDITIONAL JOB REQUIREMENTS

- Able to work weekends and flexible hours of work as required.
- Travel to attend meetings or events as required.

COMPENSATION

The compensation package will be based on the successful candidate's qualifications and experience. Benefits (basic individual coverage) are included.

APPLICATION PROCESS

CAS is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.

Apply in confidence by sending your cover letter and resume by **October 15, 2021** to Kerri Morgan, CAS Chief Sport Officer, at kerri@artisticswimming.ca.