



**Administrative Assistant  
Aquatica Synchro Club  
Winnipeg, MB  
January 31, 2020  
Part Time: 5-10 hours per week  
Wage: \$11.65-\$15.00 depending on experience**

Aquatica Synchronized swimming Club is a non-profit, membership driven synchronized swimming club located in Winnipeg, Manitoba. We offer both recreational and competitive programs for all age groups and skill levels. Aquatica Synchro promises a fresh and fun learning environment where our coaches work in partnership with athletes to develop their full potential. We are committed to the growth of synchronized swimming athletes both in and out of the water.

### **Position Summary**

Aquatica Synchro is seeking a passionate and creative Administrative Assistant to help promote the growth and development of our athletes, coaching staff and recreational programming. This dynamic individual must possess strong interpersonal and leadership skills and support both team and club unity through effective communication.

### **Job Duties and Responsibilities**

Key Areas of Responsibility: Guidance to Recreational Programs

- Assist head coach in planning and execution special events throughout the year including the kick off camp, Recreational Showcase, water shows and Holiday camp.
- Promote and schedule "Try it" days to recruit athletes (September, January & June).
- Assist Head Coach in supporting coaches to complete coaching levels in compliance with Artistic Canada coaching requirements.
- Assist Head Coach with any parent communication via email. Any issues or concerns to be communicated to the head coach to follow up with.
- Assist Head Coach in communication with members, pools, service providers etc. with marketing chair.
- Marketing potential (days to set up a booth, events to participate in etc.) and communicate with head coach/or marketing chair and head coach to coordinate
- Put up Aquatica posters and distribute promotional material as needed.



- Collect Aqua Go! Levels from coaches as they are completed to put in the club for spreadsheet
- Printing and assembling report cards for coaches to fill out.
- Assist in social media

### **Position Requirements**

- Experience in Synchronized Swimming as an athlete is an asset but not required.
- Good communication skills.
- Marketing background is an asset but not required.
- Clear child abuse and Criminal Record Check

### **How to Apply**

Please forward your resume via email to [info@aquaticasynchro.com](mailto:info@aquaticasynchro.com)