



## SPORT PROGRAM COORDINATOR JOB DESCRIPTION

- The Sport Program Coordinator will develop and oversee strategies and action plans that will align with the program development plan of Manitoba Artistic Swimming, including the Grassroots and High-Performance Athlete Pathway.
- The Technical Coordinator reports to the Executive Director, liaises with applicable committees and may provide support to the Manitoba Artistic Swimming Board of Directors.

**Hours:** 10 hours per week, flexible

**Position:** Virtual, work from home. *Applicant does not have to reside in the geographical location of the position*

**Term:** 1 Year Term (option to extend)

### Responsibilities:

1. Technical Program administrative support
2. Assist with Return to Swim Plan implementation
3. Coaches, Officials and Athlete Programs and development
4. The organization of Athlete Clinics and Camps, Coaching and Officiating Clinics
5. Athlete Development – Support recreational /grassroots and High-Performance
6. Competition organization support
7. Special Projects

### Qualifications:

1. Coaching Certification – Comp. Dev certified considered an asset
2. Coaching history at the High-performance level
3. Have a solid understanding of Canadian Sport for Life's LTAD framework and its application to all aspects of the sport
4. Have a proven track record of leadership positions in sport program administration, delivery and development *or equivalent*
5. Bachelor's degree in Recreation Management or related; or equivalent combination of training and experience



## **Specific Responsibilities:**

### **1. Technical Program Administrative Support**

- a. Working with Executive Director on Return to Swim Plan, including but not limited to, amendments, liaising with stakeholders, attending virtual meetings as required
- b. Prepare and submit program accountability reports as required
- c. Other projects as required

### **2. Coaching Programs and Development**

- a. Technical Development
  - i. Administer/organize the provincial NCCP, organize and deliver Coaching Clinics
  - ii. Distribute and disseminate information to Coaches as required
  - iii. Maintain records in The Locker (*coach.ca*), monitor progress and track coaching certifications and requirements
  - iv. Keep coaches updated as Return to Swim protocols evolve
- b. Professional Development
  - i. Identify supplemental training, tools and resources
  - ii. Administer and/or coordinate professional development opportunities
- c. Provincial Coach Program
  - i. Provide information to the Executive Director relevant to the accountability and timeline requirements of the program
- d. Act as liaison between coaches and officials for flow of relevant information
- e. Act as staff liaison to National Sport Organization (NSO) and committees

### **Officials Programs and Development**

- a. Liaise with Officials Chair to provide support for Officials recruitment, clinics and certifications

### **Athlete Development**

- a. Coordinate and administer athlete development programs that follow the LTAD (Long Term Athlete Development) Framework as developed by CAS (Canada Artistic Swimming)
- b. Develop programs for athlete recruitment, retention and development
- c. Develop plans to enhance grassroots program development

### **3. Clinics and Camps**

- a. Develop, plan and oversee the operational logistics, technical direction, schedule and eligibility requirements for Training Camps, Officials Clinics, and events
- b. Assist Executive Director and Provincial Team Management Committee (PTMC) to identify and recruit coach and sport technical experts as required
- c. Teams - Provincial Team and Canada Summer Games (CSG) Team programs
  - i. Oversee and manage Provincial team programs



- ii. If applicable, provide team technical focus, determine eligibility, work within set budgets, coordinate travel arrangements,
  - iii. Assist Executive Director and PTMC in identification and recruitment of coaches and/or technical experts
  - iv. Prepare and submit grant applications and accountability reports as requested
- d. Oversee and monitor the LTAD implementation at the provincial level, serves as provincial liaison with Canada Artistic Swimming
  - e. Act as staff liaison to committees as required

#### **4. Competitions**

- a. Staff liaison to Competitions Committee

#### **5. Develop Grassroots and Rural Programs**

- a. Develop and execute strategies to increase the level of participation in artistic swimming at the grassroots level, including rural areas

#### **6. Special Projects**

- a. Special projects are assigned by the Executive Director

Interested applicants should submit a resume and cover letter stating salary expectations to:

Manitoba Artistic Swimming  
Sport Program Coordinator Hiring Committee  
Attn: Executive Director  
[ed@manitobaartisticswimming.ca](mailto:ed@manitobaartisticswimming.ca)

*We thank all applicants for their interest. Only those selected will be contacted.*