



## SWIM MANITOBA

### **TECHNICAL COORDINATOR**

Swim Manitoba is the governing body of competitive swimming for all ages in Manitoba. Our vision is to elevate competitive swimming in Manitoba through dynamic leadership, strong community involvement and collaboration with our partners.

#### **Position Overview**

We have an opportunity for a highly motivated individual to join our team in the position of **Technical Coordinator**. The responsibilities of the position are to provide support to Swim Natation Manitoba technical operations focusing on services related to camps and competition; provincial competition; data and analytics management; coaching programs; and technical communications. This position will have a focus on growth for the association as well as building positive relationships with Swim Natation Manitoba stakeholders. This position will best suit an individual with competitive swimming, coaching OR an individual possessing similar sport experience and a strong drive to learn.

#### **Working Conditions**

- Swim MB's office is based in Winnipeg, MB
- This is a 30 hours per week in-office position
- Some provincial and regional travel maybe required
- Flexible hours. Some weekend work may be required.

#### **Skills, Qualifications, Requirements**

- Ability to manage daily tasks and activities effectively with accuracy and precision.
- Self-starter, critical thinker, ability to develop personal objectives and work without supervision.
- Strong communication and prioritization skills, able to liaise and respond to multiple member inquiries.
- Adept at establishing clear priorities and managing urgencies.
- An understanding of the MB / Canadian sport system
- Intermediate proficiency in the MS Office suite, and specifically MS Excel.
- Familiarity with MS SharePoint
- Strong interpersonal and communication skills, able to deal effectively and courteously with membership.
- Demonstrated aptitude for teamwork and collaboration.
- Provide a satisfactory Criminal Records Check.

- Valid Driver's License.
- Background in swimming or a previous technical role.

## **Supervision**

The Technical Coordinator will report to the Executive Director and work in collaboration with other SNM staff, MSOA, MSCA, PSOs, Coaching Manitoba, members, and volunteers.

## **Compensation**

- The wage based on a 30-hour work week. Weekend work required.
- Approved out of town travel expenses
- Swim Manitoba will cover \$100/ month parking charges, location determined by Sport Manitoba / Swim Manitoba
- Any overtime must be pre-approved.
- 4% vacation via bi-monthly payroll processed via Sport Manitoba

## **Application Process**

Send your confidential resume and cover letter by May 31, 2024, with salary expectations to Executive Director, at [swim.ed@sportmanitoba.ca](mailto:swim.ed@sportmanitoba.ca) , Subject line: **Technical Coordinator**.

Only candidates being considered for the position will be contacted.

*Swim Manitoba is an equal and inclusive opportunity employer. Applicants are encouraged to self-declare in their cover letter.*

*Swim Manitoba is committed to providing a safe environment for all individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks.*