



SWIM MANITOBA

2025 SUMMER SWIM PROGRAM 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.

Description

Swim Manitoba is seeking a student to fill our **Summer Swim Program Coordinator** position. The Summer Swim Program Coordinator will travel throughout the province delivering competitive swim clinics and facilitating weekend competitions in July and August. Preference will be given to students with an extensive competitive swim background.

POSITION DESCRIPTION

ROLE: 2025 SUMMER SWIM PROGRAM COORDINATOR

REPORTS TO: Executive Director

Term Position: 30 hours per week for 13 weeks: May 26, 2025 - August 22, 2025.

Core Areas of Responsibility

- Contact rural clubs and programs to assist with development and implementation of summer competitive swim program
- Grow summer swim programs through new initiatives and clubs
- Travel to participating rural communities to assist with the implementation of their competitive swim programs
- Provide coaching support for rural program development and liaise with SNM LF to book clinics
- Provide resource information as needed on developing a summer club swim program
- Serve as the Swim Manitoba liaison for resource information on other program areas supported by Swim Manitoba
- Responsible for the coordination of inter-community competition, meets and clinics
- Coordinate and facilitate clinics for swimmers, coaches, club organization and officials

- Maintain database of participating athletes, coaches and club and provide reports
- Administration of all Summer Swim program areas
- Maintain and operate Hy-Tet Meet Manager and Hy-Tek Team Manager
- Regularly communicate with clubs and potential clubs, via newsletter, email, and phone calls
- Maintain budget adherence, review purchases with Executive Director
- Communicate with both the Executive Director on a regular basis and bring forward pertinent issues as they arise
- Assist the SNM Office staff with the planning and preparation of membership reconciliation, meet fees, and other relevant invoicing to clubs for meets, clinics, and or events
- Ensure meets are supplied with appropriate equipment, coordinate logistics for ensuring equipment is provided, and returned to SNM
- Other duties as assigned.

Supervision and Mentorship Plan

The Summer Swim Coordinator will report to the Executive Director and work in collaboration with other SNM staff, PSOs, Coaching Manitoba, and volunteers. Event planning, scheduling, budgeting, and administrative work will give practical experience to the successful candidate. The clinics will provide leadership opportunities to enhance a Coaching career.

Requirements

- Minimum age of 18 at start of employment
- Valid Manitoba Drivers licence and access to a reliable safe vehicle. Travel past 500km one way is required within the province.
- Strong spoken and written English
- Excellent communication skills
- Highly organized self-starter
- Detail oriented
- Ability to manage multiple deadlines with minimal supervision
- Outgoing friendly encouraging personality
- Ability to problem solve
- Background in developing and working within budgets
- Background in competitive swimming
- NCCP Level 1 is required -must be completed prior to Jun 30
- Clear and current Criminal Record Check, Manitoba Adult & Child Abuse Registry, Respect in Sport, MED, Swim MB Waiver, Background Check disclaimer, Swim MB Confidentiality Employee waiver

Compensation

- The wage based on a 30-hour work week. Weekend work required.
- Approved out of town travel expenses
- 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 April 30, 2025, with salary expectations to Executive Director, at swim.ed@sportmanitoba.ca , Subject line: Summer Swim Program.

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.