

## **POSITION POSTING: SSM Development Coordinator**

**STATUS:** Contract, Part-time – five hours per week (on average – see below).

**DESCRIPTION:** Synchro Swim Manitoba (SSM) requires a highly motivated, organized and independent individual to work with our Development Chair and Executive Director in the planning and delivery of “SSM Synchro Development Programs” within Manitoba.

**DUTIES:** The SSM Development Coordinator will taking a leadership role to develop, deliver, monitor, and report on development programs and initiatives of SSM. These programs and initiatives will be focused on rural development, and could include school outreach (school visits and in-pool sessions), summer camps, Aquafusion camps, summer demonstrations (“See It, Try It”), and other promotional events, primarily in rural areas. The SSM Development Coordinator will help to supervise the Summer Program Coach; will consult with the SSM Development Chair and the SSM Executive Director; and will report to the SSM Executive Director.

**HOURS:** The position is budgeted for approximately 260 hours per year, but the workload will not be spread equally through the year. Since most of the programming will occur during the summer months (May-Aug), the Program Coordinator will be expected to work more hours in the spring, summer and fall, and fewer hours during the winter.

**QUALIFICATIONS and REQUIREMENTS:** The successful candidate should possess the following qualifications and other attributes:

- NCCP – Introduction to Competition training
- Knowledge of synchro programming in Manitoba
- Experience with project and time management strategies
- Strong communication skills both written and oral
- Excellent organizational skills
- Self starter, able to work well independently
- Excellent interpersonal and teamwork skills
- Must be willing to work evenings and weekends as required.
- Must have a valid driver’s license and access to a vehicle.
- Preference will be given to candidates who are able to fill both the Summer Program Coach and the SSM Development Coordinator positions.

**SALARY:** \$13-15.00 per hour, depending on qualifications and experience. Travel expenses will be reimbursed according to SSM’s Finance Policy.

*THIS POSITION IS DEPENDENT UPON FUNDING*

Please forward your resume, the names and contact information of two references, and a covering letter to the following address:

Synchro Swim Manitoba – 145 Pacific Avenue, Winnipeg, MB. R3B 2Z6.  
FAX: (204) 925-5703. E-mail: [execdirector@synchronomb.ca](mailto:execdirector@synchronomb.ca)

We will begin consideration of applications on **Friday, March 31, 2017**. If you have any questions, please contact Hayleigh Bell, Executive Director at (204) 925-5693 or email [execdirector@synchronomb.ca](mailto:execdirector@synchronomb.ca).