



## Job Posting: Calgary Elite Synchro Program Administrator

### Who We Are:

Calgary Elite Synchro (CES) is an Artistic Swimming club based in Calgary, Alberta that provides both recreational and competitive programs to swimmers aged 8 – 18 years. CES strives to create programs that foster four key principles:

1. Safe and respectful athletic development,
2. Recognition of the power of teamwork,
3. Commitment to a common goal, and
4. Development of confidence through goal setting and work ethic.

If you have a passion for artistic swimming and furthering your experience in sport management, then CES is the club for you! For this flexible, work-from-home, part-time role, CES is seeking a highly-organized Program Administrator to oversee daily operations and scheduling for the club.

### Primary Responsibilities include:

- Overseeing the day-to-day administration of the club, including registration, program coordination, pool scheduling, and internal communication.
- Representing the Club as the administrative contact with Alberta Artistic Swimming (AAS) and Canada Artistic Swimming (CAS).
- Communicating regularly with the volunteer Board of Directors about program operations.
- Communicating with parents of athletes on registration, schedule, and administration-related questions.
- Maintaining athlete records of injuries and liaising with parents on return to sport process.
- Maintaining training records and athletes' Long-Term Athlete Development (LTAD).
- Facilitating monthly coaches' meetings. Providing administrative support to coaches such as tracking certification requirements and available professional development courses.

### Qualifications:

- A completed 1 year Certificate in Office or Business Administration or alternately a 2 – 4 year Sport and Recreation Management Program.
- A minimum of 2 years office administration experience.
- Demonstrated organizational skills, accuracy, a high attention to detail, and adaptability to changing priorities.



- Intermediate proficiency in Microsoft Office and Google Workspace.
- Proficiency with Weebly and Social Media platforms is considered an asset.
- Strong communication and problem solving skills, along with the ability to effectively contribute and work in a team environment and independently.

**Location and Position Type:** This is a part time work-from-home position averaging 20 hours per week with flexible hours.

**Rate of Pay:** Dependent on experience, \$20 – \$25 per hour.

**To Apply:** Send a resume to [President@CalgaryEliteSynchrono.com](mailto:President@CalgaryEliteSynchrono.com). We will be reviewing submitted resumes of potential candidates for the 2022-2023 season.

**Deadline to apply:** Deadline open until a suitable candidate is found.

**Possible start date:** We would like our new Program Administrator to join us starting August 2<sup>nd</sup>, 2022.

Questions? Feel free to reach us at [President@CalgaryEliteSynchrono.com](mailto:President@CalgaryEliteSynchrono.com)