



Swim BC Job Posting

Position:	Club Services Manager
Application Deadline:	May 31, 2022
Expected Start Date:	June 16, 2022 (or sooner)
Location:	Victoria, BC

About Swim BC

Swim BC is the provincial governing body for competitive swimming in British Columbia. We are responsible for the conduct of all competition; development of athletes, coaches, officials; administering club services; membership registration; sport governance and sport system management. Our programs support a membership of over 12,000 swimmers, coaches, officials, and administrators in over 70 clubs throughout the province.

Swim BC is an equal opportunity employer. We recognize that a diverse work force is critical to accomplishing our vision and are committed to fostering an inclusive environment for all employees.

The Swim BC office is located on the unceded territories of the ləkʷəŋən speaking people known today as the Songhees, the SXIMELEL (Esquimalt) and the WSÁNEĆ First Nations.

Overview

We have an opportunity for a highly motivated and skilled individual to join our team in the position of Club Services Manager. The responsibilities of the position are to provide program management and support to the membership of Swim BC, with an emphasis on member services; operations; club registration and accountability; BC Swimming Congress; and club resources. Significant duties include oversight of organizational policies; communicating and assisting with the interpretation of the associations policies; supporting membership inquiries; and facilitating member communications and website content.

Specific roles include, but are not limited to:

- Club resources development and management
- Club communications
- Club registration / Club accountability management
- Member registration support
- Membership Insurance management
- Coach compliance management
- Safe sport manager
- BC Swimming Congress manager
- BC Swimming Hall of Fame manager
- Swim-A-Thon manager

Skills and Qualifications

- Ability to manage daily tasks and activities effectively with attention to 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.
- Related work experience in a program management and member services role.
- Knowledge of not-for-profit governance functions, rules, regulations, policies, and procedures applicable to the work performed in the sport sector.

www.swimbc.ca



- Sport administration experience is considered an asset.
- Intermediate proficiency in MS Office, familiarity with MS SharePoint.
- Strong interpersonal and communication skills, able to deal effectively and courteously with membership.
- Demonstrated aptitude for teamwork and collaboration.
- Satisfactory Criminal Records Check.

Remuneration / benefits / hours of work

- Competitive salary
- Health benefits package including dental and extended benefits
- Vacation, statutory and “school holidays”
- The position is full-time, 37.5 hours per week – minimal evening and flex days required

Application

- Please forward your cover letter, resume and salary expectations in confidence to:

Ken Radford, Executive Director
ken.radford@swimbc.ca

Please note: Only those applicants short-listed for interview will be contacted.