



Job Description: Performance Development Manager

Direct report to: Technical Director

Overview:

Program support and delivery of technical operations – enhanced excellence administration; camps, and competition coordination and conduct; technical data and analytics management; program communications and other developing roles progressing the delivery of technical services.

Specific roles include, but are not limited to:

- LA28 grant application processing, follow-up, and budget tracking.
- Enhanced Excellence Operations
 - Athlete / Coach services related to development and distribution of “team gear”, all participant communications, and programs promotion to general membership.
 - Value development of all Enhanced Excellence program components.
- Provincial Competition event management
 - Divisionals, Open Water, Provincial Championships management (**10 events**);
 - Competition location and facility determination
 - Host club negotiations and LOU agreement
 - Location / host announcement / website posting.
 - LOC management / planning and support.
 - Preliminary meet information development
 - In conjunction with Technical Director, provincial competition event package development; host review; publication and circulation.
 - Hytek meet file development and processing; host review; field testing; publication and circulation.
 - Entries process lead: entries validation process and oversight
 - Competition operations lead (officials’ shirts, awards, signage, and presentation, etc.)
 - Open water equipment management, maintenance, set-up, etc.
 - Swim BC representative to Divisional competition, meet management support.
 - Provincial Championship liaison to meet management.
 - Competition and time trial sanction approval management
 - Process all sanction applications (review and edit requirements).
 - Club guidance, resources, check list, rules updates, competition calendar
 - Hytek “helpdesk” and troubleshooting for all meet managers. (Splash transition when approved)
 - Result management and follow-up (meet management reminders, posting, etc.)
 - Development of sanction process to support new Competition model when complete.
 - Website content management
 - Member, Competition Committee
 - Provincial competition long range planning (in conjunction with Technical Director)
 - viaSport (and other agencies) competition related grant applications
- Community Gaming Grant
 - Coordination of gaming application
 - Management of gaming budget and fund allocation
 - CGG Reconciliation reports (Annual)
- Data and Analytics



- Supporting the Technical Director, management of Swim BC technical analytics
- KPI development and regular membership reporting
- Assist in development and control maintenance of an “analytics dashboard”.
- Analytics / Stats for Club Excellence program (Club Report)
- Visioning and development of annual year-end data for annual report
- Assist in development of athlete identification processes for CSI-Pacific / Enhanced Excellence programming.

- Skill Modules development
 - Content coordination and module development
 - Placement, promotion, and management of Skill Development modules

- Games Pathway
 - BC Summer Games administration.
 - BC Senior games administration and competition support.
 - BC Summer Games competition information development, entry file development, participant registration.
 - BC Senior Games host committee liaison

- Other tasks as may be assigned from time to time.