



## Swim BC Job Posting

---

**Position:** Membership & Administrative Coordinator

**Application Deadline:** January 31, 2025

**Expected Start Date:** March 3, 2025 (negotiable)

**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, official's; 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.

**Vision:** A thriving swimming community inspired to achieve our individual and collective best.

**Mission:** Supporting competitive swimming through leadership, connection, and good governance.

**Values:** Community / Integrity / Innovation / Stewardship

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

### Position Overview

We have an opportunity for a highly motivated and skilled individual to join our team in the position of Membership & Administrative Coordinator. This position assists clubs with the membership registration process, including navigating the registration system, addressing general membership inquiries, and processing payments. Additionally, the Coordinator performs a range of general administrative tasks supporting day-to-day operations to ensure organizational efficiency. The role is suited for a team player with personal competencies in relationship building.

### Specific roles include, but are not limited to:

- Member Services:
  - As Provincial Registrar, lead and support member clubs in the registration of swimmers, coaches, and officials.
  - Serve as Swimming Canada Registration and Event Management System (REMS) Administrator, offering guidance and assistance to members as needed.
  - Liaise with Swimming Canada and service provider where appropriate.
  - Interpret Swim BC and Swimming Canada Registration Rules and Procedures for members as needed.
  - Contribute to the development of the annual Swim BC Registration Manuals.
  - Oversee Swim BC Swim School / Swim Fit and Dogwood Masters registrations.
  - Generate weekly comparative registration reports.

---

www.swimbc.ca



- Assist with the coordination of Swim-a-Thon.
- Develop, maintain, and update centralized contact and membership lists, including club boards, key volunteers, and club contact information.
- Administer the BC Criminal Records Review Program (CRRP), providing membership assistance as needed.
- Financial Administration:
  - Reconcile member registration payments in REMS.
  - Communicate with members regarding invoice reconciliation and payment status.
  - Assist the bookkeeper with managing and reporting accounts receivable and payable.
  - Administer accounts payable functions, including utilities, telecommunications, and software license payments.
  - Perform weekly off-site bank deposits.
  - Review monthly staff credit card statements and expenses.
  - Support the Finance Committee as needed.
  - Coordinate and support the annual audit process.
  - Review and update finance procedures on an ongoing basis.
- Board Servicing:
  - Organize and maintain Board resources via SharePoint.
  - Assist in organizing board and standing committee meetings, including distributing notices, agendas, and developing meeting minutes
  - Publish board-approved meeting minutes on the website and make them accessible to our membership.
  - Provide Board member travel support
  - Collaborate with the Nominations Committee Chair to circulate board nomination notices in a timely manner.
  - Coordinate the planning and execution of the annual general meeting, including notice distribution, content preparation, registration, and onsite/online logistics.
  - Maintain society act status and corporate registry annual filing requirements.
- Administrative Operations:
  - Update and maintain the organizational calendar.
  - Report organizational content via the viaSport / BC Sport Information portal.
  - Support coaching certification, officials development, Swim BC competitions, and technical programs as required.
  - Oversee daily office operations, including utilities and business machine maintenance.
  - Maintain equipment inventory.
  - Track hardware inventory, including warranties and serial numbers.
  - Administer SharePoint and MS 365 access and troubleshoot issues.
  - Oversee office password storage, security protocols, and anti-virus software.
  - Coordinate software renewals and maintenance.
  - Provide administrative support and holiday coverage as needed.
  - Coordinate and handle postage, including trips to the post office.



### **Skills and Qualifications:**

- A university degree or college diploma in sport management, business administration, or a related field, or equivalent work experience.
- 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 balancing urgencies.
- Related work experience in an administration role, ideally supplemented by business administration courses, or an equivalent combination of training and experience in a member services role.
- Knowledge of not-for-profit administrative functions, rules, regulations, policies, and procedures applicable to the work performed in this sector. Experience in sport administration experience would be considered an asset but is not required.
- Proficiency in MS Office 365, familiarity with MS SharePoint / OneDrive and related applications.
- An aptitude for web-based applications and digital tools.
- Strong interpersonal and communication skills, able to deal effectively and courteously with membership.
- Demonstrated aptitude for teamwork and collaboration.
- Ability to adapt quickly, meet tight deadlines and handle frequent interruptions.
- Provide a satisfactory Criminal Records Check.
- Valid BC Driver's License and automobile.

### **Remuneration / benefits / hours of work:**

- Competitive salary
- Health benefits package including dental and extended benefits.
- Vacation, statutory and school holidays – extended Christmas and Easter breaks.
- The position is full-time, 37.5 hours per week – minimal evening and flex days may be required.

### **Application**

Please forward your cover letter, resume, and salary expectations to the attention of:

**Louise Reid**  
**Manager, Member Services**  
**Swim BC**  
[louise.reid@swimbc.ca](mailto:louise.reid@swimbc.ca)

We thank all applicants who apply, but only those candidates selected for an interview will be contacted.

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age marital status, family status or disability.