

## **Kamloops Aquatics Club Swim Operations Manager**

Kamloops Aquatics Club (KAC) is a non-profit swim club with 100+ members operating in Kamloops, BC. We are seeking an experienced, detail-oriented and self-motivated Swim Operations Manager. The successful applicant will work closely with the Board of Directors and Head Coach to implement policies, procedures and programs.

Duties include but are not limited to:

- Collaborate with the Board of Directors and Head Coach to develop and implement an effective swim program, develop and maintain engagement in community programs
- Complete and submit grant applications and related reports such as Canada Summer Jobs Grants and BC Gaming Grant
- Assist with recruiting and retaining staff members
- Enroll staff members into professional development programs
- Ensure that the Directors, swimmers, coaches club and contents insurance is current and sufficient, promote risk reduction
- Support the strategic planning goals in collaboration with the Board of Directors and Head Coach
- Compile and distribute KAC member surveys and member exit surveys
- Support the Fundraising and Sponsorship committee by preparing and updating sponsorship packages, act as the KAC liaison with maintaining strategic sponsors, donors and vendors
- Act as a parent liaison, coordinate group hotel bookings for team travel and club communications
- Cooperatively manage the SwimSkills program with KAC staff
- Organize team spirit events; book venues and manage volunteers
- Book Club Speakers and meeting spaces
- Office operations; inventory, stock and filing
- Administrative support at KAC hosted swim meets
- Bookkeeping: payroll, accounts payable, accounts receivable, prepare monthly Financial Statements, banking and monthly account reconciliation
- Participate in monthly meetings such as Finance Committee and the Board of Director meetings as required

Bookkeeping experience is an asset, however KCS can provide training.

The successful applicant will work 25-30 hours on weekdays and occasional weekends and evenings. The hourly rate is \$24-\$28 depending on experience. Please email your resume and cover letter to: [swimkamloopsboard@gmail.com](mailto:swimkamloopsboard@gmail.com). When applying please specify when you are available to start and why you think you would be a good fit for our club.