



Synchro Swim Ontario is seeking an Executive Director.

Our ideal candidate:

- A dynamic, ethical leader with an exciting vision of the future of our sport in Ontario.
- Ability to manage a small dedicated team along with a broad base of dedicated volunteers
- Ability to see the big picture and think outside the box

Position Requirements:

Experience Level

- A minimum of four years of business management, sport administration or related experience.
- Excellent and proven problem solving skills are essential
- Proven ability to turn strategy into action

Knowledge Requirements

- Strong, proven business management skills, administrative leadership skills, strategic planning and project management skills.
- Excellent oral and written communication skills, organizational ability and a results-oriented approach
- Expertise in Microsoft Office programs essential.
- Knowledge of the sport of synchronized swimming is an asset but not considered an essential requirement
- Experience in grant submissions an asset

Hours of Work

The office of Synchro Ontario is located in Hamilton, Ontario. Office hours are Monday-Friday from 8:30-4:00 and the selected individual must be able to work outside of normal business hours to accommodate events such as evening board meetings, competitions, etc. This is a full time position based on 37.5 hours per week.

Interested applicants are requested to submit their applications to the hiring committee:

executivedirector@synchroontario.com

Submissions to include:

- Covering Letter – a letter of introduction with appropriate contact information. A minimum of three professional references with contact information is required.
- Resume – the applicant shall provide a detailed resume that demonstrates the individual's skills and proven record
- Additional submission in which you share your vision and general logistical steps addressing a) how you see this association moving forward in the area of membership growth and b) revenue generation.

Responses must be received no later than March 21, 2010, with interviews taking place March 27, 2010.

We thank all applicants for their interest in this position. Those chosen for interviews will be contacted.

March 5, 2010



Executive Director Job Description

Office Administration

- Responsible for the efficient organization and operation of the office.
- Supervise and direct office personnel.
- Maintain a current knowledge of the operation of the Association and other related Associations and Ministries.

Executive Planning

- Assist the Board of Directors in the development of policies, strategies, and procedures for the efficient operation of the Association.
- Ensure the organization of meetings of the Board of Directors, committees and other groups.
- Oversee ongoing process of volunteer appreciation.
- Make all organizational and logistical preparations and arrangements for meetings of the Board of Directors, Membership (including the AGM) and other Committees as needed.
- Assist in the implementation of policies and goals of the Association.

Planning and Program Management

As per the Board of Directors and its members:

- Encourage and develop appropriate committee structures and their related Terms of Reference.
- Ensure the effective development and execution of courses, camps, programs, clinics, etc. within the province.
- Ensure that all provincial competitions and championships occur and that Synchro Ontario is involved in the Ontario Winter Games and the Canada Games.
- Ensure the development of the sport where marketing and new initiatives are concerned with all member groups.
- Monitor the programs of Synchro Canada from a Synchro Swim Ontario perspective.
- Act as an administrative resource for Board members, Committee Chairs and Clubs, particularly in the area of policies.
- The Executive Director is an ex-officio member of all provincial committees. Where appropriate, staff will be appointed to work with committees.

Communication

- Liaise with members and affiliated agencies.
- Coordinate the effective flow of communication throughout the organization from National to club level.
- Promote all levels and aspects of the sport.
- Represent Synchro Ontario at appropriate functions.

Financial Management

- Operationalize the budget preparation process for the Association.
- Review the financial status of the Association.
- Prepare grant submissions (annual and periodical).

Other duties as needed or assigned.