



<b>Job Description:</b>	Technical Director
<b>Term:</b>	Full-Time
<b>Reports to:</b>	Executive Director
<b>Direct Reports:</b>	Sport Development Manager RTC Head Coach
<b>Location:</b>	Etobicoke, Ontario

### **Job Purpose**

Synchro Swim Ontario (SSO) seeks the skills and leadership of an experienced and qualified sport professional to join our team. Reporting to the Executive Director, the Technical Director will be responsible for Synchro Swim Ontario's athlete and coach development mandates as it relates to the execution of the strategic and operational plans. Through active outreach and communication with all member clubs the Technical Director will provide skilled leadership to build capacity from the grassroots to high performance level, consistent with the goals and values of Synchro Swim Ontario.

### **1. Primary Duties and Responsibilities**

#### **a) Athlete Development**

- Direct the planning and delivery of athlete development programs in alignment with the organization's High Performance, Strategic and Operational plans including but not limited to:
  - Provincial Team programming
  - Ongoing athlete development programming such as FutureGen, L2T and T2T
- Direct the evaluation of current programs, identify gaps, and work to define new and innovative athlete development programming
- Direct the provinces' Long-Term Athlete Development (LTAD) implementation initiatives
- Travel to competitions and regional outreach to assess athlete development, training programs, and provide technical expertise and advisement to athletes, coaches, and clubs
- Sit on Synchro Canada athlete development committees as assigned or required

#### **b) Coach Development**

- Direct planning and delivery of coach development programs in alignment with the organization's High Performance, Strategic and Operational plans
- Continually evaluate coach training and development programs, and identify gaps and needs, and work to define and implement new and innovative coach development programming and education
- Direct technical workshops for coaches, as well as workshops that are cooperatively organized with officials to facilitate communication and collaboration between coaches and officials
- Facilitate communication amongst coaches including the sharing of knowledge, technical expertise, education, and awareness regarding international, national, and provincial rules
- Travel to competitions and regional outreach to assess coach development, training programs, and provide expertise and advisement to coaches and clubs
- Sit on Synchro Canada coach development committees as assigned or required

### **c) Regional Training Centre (RTC) – Ontario**

- Oversight of the RTC program including RTC scheduling and final approval of the RTC training plan
- Liaise with Synchro Canada regarding technical oversight of the RTC
- Liaise with Canadian Sport Institute Ontario (CSIO) as the PSO lead for the RTC
- Member of RTC Management Team and RTC Executive Committee
- Facilitate connections for the SSO membership to the RTC (sharing of best practices, performance benchmarks, training/sport science initiatives, etc.)

### **d) Communication and Coordination**

- Ensure effective and timely communication with member clubs, specifically Head Coaches, and broader to all coaches
- Liaise with Synchro Canada, and ensure all required technical updates are communicated to SSO's member clubs and coaches
- Work with the Officials Management Team to create opportunities for joint training and development opportunities
- Oversee the development, implementation, and evaluation of short and long-term strategies and operational plans for all athlete and coach development programs
- Work with the organization's mentors and experts to gain insight and advice

### **e) Organizational Capacity**

- Provide effective and collaborative leadership and direction to the Technical Committees and programs
- Contribute expertise as requested regarding SSO's program funding partnerships and grant requirements for technical program funding, Quest4Gold program, Games programs or other projects as needed
- Oversee, review, and be accountable for budgets, financial reports, grant applications, and follow-up requirements for programs in consultation and collaboration with the ED, Sport Development Manager, or other Staff or Board as required
- Ensure adequate record-keeping in all areas of implementation
- Ensure that all correspondence is handled in an effective and timely manner and forwarded on to the appropriate committee where action is required
- Perform other duties as required and assigned

## **2. Reporting Requirements**

- Submits monthly activity schedules, work plan, deliverables, and accomplishments to the Executive Director and updates to the SSO Board of Directors as requested
- Maintains ongoing and regular communication with the Executive Director
- Financial budget management and reporting for the Athlete and Coach Development area, ensuring projects are delivered on time and on budget
- Reporting requirements for the Ministry of Tourism, Culture and Sport, the Canadian Sport Institute Ontario (CSIO), and Synchro Canada as requested

## **3. Knowledge, Skills and Abilities**

- Proven leadership, knowledge, and skill regarding the technical aspects of synchronized/artistic swimming, including long-term athlete development (LTAD)
- Proficient knowledge of the provincial, national, and international synchronized/artistic swimming sport delivery system

- Excellent oral and written communication skills
- Strong time management and analytical skills, able to multi-task, set priorities and meet deadlines
- Strong organizational, consultative, facilitation and decision-making skills, having earned peer respect and the ability to build successful teams and enjoy working with all levels of stakeholders
- Knowledge and experience in program planning and delivery stakeholder/partnership development, data collection and evaluation
- Enthusiastic about the pursuit of excellence in the sport of synchronized/artistic swimming as a sport for life and, including at all levels of competitive and high performance sport for all ages and skill sets
- Ability to work independently with minimum supervision and within established deadlines with attention to detail and accuracy and contribute to a team environment.
- Capacity to create, grasp and embrace long term vision and effectively lead in change management as required
- Supports and promotes the principles of Respect in Sport

#### 4. Qualifications and Experience

- Post-secondary education or diploma in kinesiology, sport, culture or recreation administration or a strong combination of relevant training and experience
- Excels at technical understanding of synchronized/artistic swimming as well as other aspects of athletic training (swimming, strength, suppleness, etc.)
- NCCP Coach certified at the Competition Development level or higher
- Respect in Sport Leadership Module
- Demonstrated experience and success in synchronized/artistic swimming at the national level with international level experience being an asset
- Computer literacy and data collection
- Current, clean Vulnerable Sector Police Check

#### 5. Working Relationships and Key Stakeholders

<b>Internal:</b>	
SSO Board and Staff	Parents
Coaches	Officials
Athletes	Volunteers
Regional Training Centre - Ontario	Synchro Canada
Club Members	
<b>External:</b>	
Synchro Canada	Ministry of Tourism, Culture and Sport
Canadian Sport Institute Ontario (CSIO)	TPASC & other Facility Venue Management
Sports Experts and Professional Consultants	Prospective Funders
Program Suppliers	Other

#### 6. Working Conditions

- Full time per Employment Standards Act
- Travel and irregular hours are required in this position
- Evening and weekend work will be required
- Some lifting, up to 23Kg may be required
- Must have a valid driver's license and access to a personal vehicle
- Salary and benefits commensurate with experience

## **Application Process**

Qualified applicants should send a resume and cover letter outlining their experience, salary expectations and why they are suited for this position to:

Email (preferred): [jobs@synchroontario.com](mailto:jobs@synchroontario.com) (Please reference position title in email)

Or Mail to:

Human Resources

Synchro Swim Ontario

Re: Technical Director Position

12-89 Galaxy Blvd.

Etobicoke, Ontario, M9W 6A4

**Applications will be received until **March 30, 2018**; or until the position is filled.**

Only those selected for an interview will be contacted.

Thank-you for your interest in Synchro Swim Ontario.