N·A·N·A·I·M·O
DIAMONDS

SPORT ADMINISTRATOR

Nanaimo Diamonds Artistic Swimming Club is a nonprofit and volunteer-run organization located in Nanaimo, BC. The club offers recreational programs year-round, and competitive programs from September to June. Nanaimo Diamonds has a strong Board and the Sport Administrator will support the operations of the Club.

The ideal candidate is an experienced administrator with experience in sports operations. This position is new and approximately 10 hours per week. This role focuses on athlete registration, communication with families, and administrative support to ensure a positive and efficient experience for athletes, coaches, and parents.

ROLES AND RESPONSIBILITIES

The Sport Administrator is a point of contact for parents and coaches on operational matters. Reporting to the Board of Directors, the responsibilities include:

Club Administration

- Manage pool allocations and administration of adjustment or changes to training due to holidays or other meets.
- Act as a primary point of contact for parents regarding registration, program details, and
- general inquiries
- Communications: to parents/guardians with monthly e-newsletter, regular reminders in Google classroom
- Collaborate with Head Coach to confirm any adjustments in training schedules, and communicate changes to families in a timely matter (e.g. reminders about stats)
- Manage RAMP to maintain accurate records of athletes, volunteers and Board members
- Liaise with BCAS for operational questions as needed
- Organize, attend and participate in club functions and meetings, including minute taking
- Monitoring emails and responding appropriately
- Liaising with coaches and/or the Board as needed to confirm needs

SKILLS AND ATTRIBUTES

- Strong communication stills
- Excellent organization skills and managing deadlines
- Knowledge of safety procedures and risk management practices in aquatic sports
- Understanding of BC Employment Standards, WorkSafe BC requirements
- Familiarity with MS office package

QUALIFICATIONS AND EXPERIENCE

The following qualifications are required and must be maintained throughout the season:

- Experience with RAMP (registration software) is an asset.
- Previous experience as a sport administrator is a strong asset.
- Demonstrated experience in a customer service or office administration role.
- Excellent communication and interpersonal skills, with the ability to connect with people of different ages, abilities, and skill levels.

Location and Hours:

- Work will be completed primarily in Nanaimo remotely from a home office.
- Hours will be part-time (up to 10 hours/week) September – June
- Evening and weekend work may be required, with a flexible schedule.

Remuneration:

Salary range of $30/hour + 4% vacation pay.

Additional Information:

- The successful candidate will be required to provide a clear criminal reference with vulnerable sector check prior to commencing work.

The Nanaimo Diamonds Artistic Swimming Club promotes diversity, inclusion, and equity across the organization. All qualified applicants will be given fair and equal consideration regardless of ethnicity, race, sexual orientation, gender identity and expression, culture, disability, nation of origin, age, or religion.

Please send your cover letter and resume by September 5th to via email at nanaimodiamondsboard@gmail.com.