



## SWIMMING / NATATION CANADA

<b>Position</b>	Associate Director, High Performance, Paralympic Program
<b>Reports to</b>	High Performance Director
<b>Location</b>	Flexible, within Canada
<b>Job Type</b>	Full-time, indefinite
<b>Date Revised</b>	April 2025
<b>Start Date</b>	October 2025

### ABOUT SWIMMING CANADA

Swimming Canada serves as the national governing body of competitive swimming. We inspire Canadians through world leading performances to embrace a lifestyle of swimming, sport, fitness and health. Canadians are global leaders in high performance swimming and development for both Olympic Program and Paralympic Program swimmers. Swimming is recognized as one of the most celebrated and successful Canadian Summer Olympic and Paralympic sports.

Swimming Canada strives to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to attracting, developing and celebrating a diverse workforce that reflects the community we serve.

### ABOUT THE POSITION

As a key member of Swimming Canada's High Performance Department, the successful candidate will lead all initiatives related to the Paralympic Program.

### PRIMARY RESPONSIBILITIES

- Provide direction and leadership to all areas of the Para-swimming program, including the development and execution of all KPI's and the bi-annual reporting process.
- Lead the development of all Own the Podium (OTP) plans and budgets, with input from the HPD.
- Create, track and manage all budgets and budget-related issues within the Para-swimming portfolio (or department).
- Provides strategy level oversight to the Para High-Performance Centre-Montreal (Quebec).
- Act as the day-to-day link for external agencies such as, Canadian Paralympic Committee, CSCA, Sport Canada, and OTP, for the Para-swimming portfolio.
- Provide day-to-day management of employees, and act as the main contact for technical, teams and program-related items.
- Oversee and liaise with the National Coach Lead, Para program and IST Lead, Para program, to ensure appropriate programming and support is in place for the athletes and program.



- Establish an effective athlete tracking and monitoring program with the Para-swimming program coaches.
- Provide Para-swimming input for Swimming Canada staff on matters such as LTAD, NCCP, etc.
- Direct selection strategies for all Para-swimming teams and AAP Carding.
- Direct the NextGen strategy for Para-swimming including consultation with the NextGen/Pathways coach and program staff.
- Undertake role of Team Leader for all major Para-swimming teams, and other camps/meets as assigned.
- Oversee the development of Para-swimming tracking times.
- Lead the annual review and debrief process for the Para-swimming program.
- Provide regular updates and reports to the HPD.
- Work in consultation with the High-Performance Director in long term strategic planning on selections and also Major Championship and Games planning.
- Other duties as required.

#### **EXPERIENCE, QUALIFICATIONS AND REQUIREMENTS**

- Experience and knowledge of the national and international Paralympic system is required.
- Understanding of the classification system is desired.
- Significant experience in planning and leading national teams and international programming in an Olympic or Paralympic sport.
- Proven experience in preparing business plans and national/government funding applications, with experience with Sport Canada and Own the Podium being a strong asset.
- Experience with preparing and managing complex budgets.
- Post-secondary education or equivalent experience is required.
- Ability to plan, organize and work comfortably in a deadline-driven environment.
- Ability to plan and manage multi-year projects concurrently.
- Ability to lead and motivate groups of employees, contractors and other contributors with diverse roles and skillsets.
- Ability to be a visionary and strategic thinker.
- Experience directly and indirectly managing a group of employees, as well as contractors and other support personnel, including supporting day-to-day needs, managing/mediating conflict providing performance feedback, and coaching/mentoring.
- Experience with conflict management and negotiation skills.
- Tact and interpersonal skills to deal with a wide range of people, with the ability to influence.
- Knowledge of Swimming Canada governance, structure and key contributors would be considered an asset.
- Expert technical knowledge of swimming would be an asset.
- Experience working with volunteer boards and committees is an asset.



- A valid driver's license would be considered an asset, for the purposes of transporting teams when at camps and events.

### **WORK LOCATION**

This is a full-time permanent position, with a flexible work location within Canada. Significant travel will be required for successful delivery of responsibilities.

The ideal candidate will be available to start by early October. Some flexibility with the start date may be accommodated.

This position involves irregular working hours and significant travel.

The Ottawa Office is located on the traditional territory of the Algonquin Anishinabek People.

### **TOTAL REWARDS**

The annual base salary for this position is commensurate with qualifications and experience.

This position comes with a health and dental benefits package, Group RRSP matching plan, an annual wellness benefit, and annual salary increases, as outlined in the Employee Handbook.

### **APPLICATION**

Candidates are asked to submit a cover letter and resume via the link below **by 9am ET on Monday, May 5, 2025**. The cover letter and resume should demonstrate evidence of alignment to the key responsibilities, required experience, and qualifications listed above.

Swimming Canada is committed to providing accommodations. If you require an accommodation for a disability as part of the hiring process, please contact [szuro@swimming.ca](mailto:szuro@swimming.ca).

Any questions regarding the position can be directed to [jobs@swimming.ca](mailto:jobs@swimming.ca).

Link: <https://swimmingcanada.bamboohr.com/careers>

### **INTERVIEWS**

Interviews will take place in-person or virtually on Thursday, May 29 and Friday, May 30, 2025.



We thank all candidates for their interest, however, only candidates invited to an interview will be contacted.