



## SWIMMING / NATATION CANADA JOB POSTING

<b>Position</b>	Associate Director, Sport Development
<b>Reports to</b>	Chief Executive Officer
<b>Location</b>	Within Canada
<b>Job Type</b>	Full-time
<b>Start Date</b>	September 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

In this key position, the Associate Director, Sport Development will provide direction and leadership to the areas of athlete, coaches and officials developments, as well as event hosting.

The ideal candidate will have general sport-specific knowledge of all portfolios, experience guiding and managing people, the ability to manage various projects and priorities, while positively building and maintaining relationships with various groups.

The successful candidate will work closely with the High Performance, Marketing and Communications teams in the planning and execution of various initiatives and events, as well as with various external Committees and groups to enhance the delivery of initiatives to enhance swimming in Canada.

### PRIMARY RESPONSIBILITIES

#### General

- Provide direction and leadership to the areas of athlete, coaches and officials development, and event hosting.
- Act as the Swimming Canada main contact for technical and program-related items with all groups (internal, Provincial Sections, etc.)
- Oversee the creation, management and tracking of budgets for portfolios.
- Lead and manage the implementation and advocacy for the facility infrastructure project for swimming pools in Canada.
- Oversee the completion of various reporting requirements, such as KPIs, annual reports, post-event reports, and other reports as needed.
- Participate in leadership team (Director and Associate Directors) activities as required.



- Provide day-to-day management of direct reports, including performance management, mentorship and development.
- All other duties as required.

## **Athlete, Coach and Officials Development (Sport Development)**

- Oversee the National Coaching Certification Program (NCCP) on behalf of Swimming Canada, in conjunction with the Coaching Association of Canada (CAC).
- Act as the primary contact with the CAC.
- Act as the primary contact for the Canada Games Council.
- Oversee the update of course materials, the coordination of course delivery, and the advancement of e-learning platforms (applications/systems).
- Oversee the development of e-learning courses for Swimming Canada NCCP courses for coaches development pathway, and officials certification, with a focus on addressing current issues and being proactive.
- Liaise with the Canadian Swimming Coaches Association (CSCA) as required.
- Play a leadership role by acting as staff lead with the Officials, Competitions and Rules Committee (OCRC) in the development and interpretation of Swimming Canada Rules, the assignment of officials for domestic and international competitions, the official's certification pathway, etc.
- Lead the ongoing monitoring and updates of the Swimming Canada's Long Term Athlete Development (LTAD) model/Athlete Development Model (ADM) as required.
- Oversight of Masters programming, including national record management and recognition.
- Oversight of classification administration support.
- Ensure integration and inclusion of both Olympic and paralympic programs in all activities and initiatives within portfolio.
- Provide leadership and technical support onsite at Swimming Canada National Competitions.

## **Events**

- Oversight of the planning and execution of domestic and international hosted events, including budget management.
- Responsible for the completion and submission of funding applications for national and international events, and other department-related initiatives.
- Play a leadership role in Swimming Canada's ongoing Competition Review process.
- Act as Swimming Canada liaison with World Aquatics and World Para Swimming for submission of competition approvals for Provincial and National events and results submission, as required.
- Lead and manage the implementation, review, and revisions of relevant event-related policies and procedures.

## **EXPERIENCE, QUALIFICATIONS AND REQUIREMENTS**

- Technical swimming knowledge, as well as athlete, coach and official development/pathways knowledge is required.
- Experience in planning and executing events or sporting events/competitions, and/or experience working with volunteers would be a very strong asset.



- Experience preparing national/government funding applications, as well as with creating, tracking and managing budgets.
- 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.
- Strong organizational and planning skills, with the ability to work on a variety of projects at a time, and work comfortably in a deadline driven environment.
- Excellent attention to detail.
- Strong interpersonal skills to deal with a wide variety of contributors.
- Ability to work independently and as part of a team.
- Ability to build and maintain relationships with internal and external contributors.
- Ability to lead, motivate and influence various groups.
- Ability to maintain composure in high-pressure situations.
- Experience working with volunteers, boards and committees would be considered an asset.
- Strong verbal and writing skills in English is required, the ability to communicate verbally in French would be considered a strong asset.
- Ability to travel domestically.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint is required.
- Experience using systems to manage contacts, registrations, or communications (such as a CRM) is an asset.
- Currently legally eligible to work in Canada.
- Completion of post-secondary education, in sport and/or event management would be a strong asset.

## **WORK LOCATION**

This is a full-time, permanent position with an ideal start date in early September 2025.

We are open to candidates working remotely within Canada, with a strong preference for an Ottawa-based candidate to support the onsite team primarily in Ottawa.

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, and within a range of \$80,000-90,000.

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

## **APPLICATION**

Candidates are asked to submit a cover letter and resume by 9am ET on Thursday, July 31, 2025. The cover letter and resume should clearly demonstrate evidence of alignment to the key responsibilities,



required experience, and qualifications listed.

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 virtually or in-person on Wednesday, August 6 and Thursday, August 7, 2025.

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