



SWIMMING / NATATION CANADA JOB DESCRIPTION

Position	Coordinator, High Performance Programs Delivery
Reports to	Senior Manager, High Performance Programs
Location	Ottawa
Job Type	Full-time, Permanent, Hybrid
Date Revised	November 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. Canada is a global leader 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

The successful candidate will support the distance, open water, pool, and national development camps, teams and activities for the Olympic and Paralympic programs by planning and executing logistics and acting as Team Manager for assigned camps, teams and activities, as well as supporting various projects and initiatives within the High Performance Department.

The ideal candidate will be available to start in by early January 2026.

PRIMARY RESPONSIBILITIES

Camp, Team, and Activity Coordination

- Lead the planning and execution of all team logistics for assigned camps, teams, and activities, within the Olympic and Paralympic programs:
 - Communication with participants from the invitation, the gathering of information (travel, food, outfitting etc.), travel logistics, through to the post-event communications.
 - Ensure compliance by all participants (agreements, education, training, etc.).
 - Coordinate travel, transportation, accommodation and outfitting for all participants
 - Liaise with local suppliers for the camps, teams and activities; catering, pool rental, accommodations.
 - Liaise with the parents of minors.
 - Complete camp, team and activity registrations.
 - Prepare and submit insurance requests.



- Revise and distribute Team Handbook and emergency plans.
- Prepare information for the Communications department and provide social media support as required, such as performance statistics, gathering quotes, writing wrap-up stories.
- Prepare and lead participant welcome meetings and regular/daily meetings as required.
- Prepare, distribute, collect, and consolidate results from post-event surveys.
- Assist as required with team announcements.
- Support camp, team and activity budget tracking and expense claims.
- Assist as required with the inventory, tracking and maintenance and delivery of all items, including, kit, clothing, mobility devices and other equipment, including pit kit, required for camps, teams and activities.

Department Support

- Track and monitor budgets related to assigned camps, team activities and/or projects.
- Assist with ID Teams Recognition programs.
- Perform regular website updates related to teams and High Performance items as assigned/for assigned portfolio.
- Assist with the outfitting process by performing inventory, packaging, and distribution, attend offsite storage to pull and pack as needed.
- Assist with Family & Friends programs for events as assigned.
- Assist with the coordination of post-Trials Team meetings as assigned.
- Create and consolidate information and reports for the Annual General Report.
- Provide logistical support to National Coaches as assigned.

Team Management

- Act as Team Manager at various camps, teams and activities as assigned, and/or assist the Team Leader in the following areas:
 - Provide ongoing communication to all groups attending the camp, team or activity with updates to schedule, logistics, disseminating information from meetings, etc.
 - Provide ongoing communication with parents of minors and/or athlete support personnel attending the camp, team, or activity regarding updates, changes to flights, and other pertinent information.
 - Act as main point of contact for all participants attending the camp, team or activity, including athletes, coaches, staff, IST, organizers, and others as needed.
 - Attend Technical Leaders' meetings when onsite, as required
 - Liaise with international event host organizations, including the sport information and resolution desks as required.
 - Drive various groups to and/or from various locations, such as airport, hotel, pool, and groceries.



- Available for all scheduled shifts, in addition to being on-call for the duration of the camp, team or activity to deal with emergencies.
- Responsible for the tracking and distribution of funds, such as cash advances, per diems, expenses, etc.
- Responsible for staying with and supervising athletes for all camp, team and activities requirements, including doping control, as needed.
- Responsible for providing primary duty of care for all attending athletes, and in particular minors, ensuring the health, safety, and wellbeing of all team members at all times.
- Act as assistant and support identified athletes as outlined in their individual support plan, which may include assistance in putting on racing suits and personal clothing, provide guide assistance (room and pool mapping, daily walking guidance), provide support with mobility devices, and provide reminders for daily needs (hygiene, medication, etc).
- Responsible for the application of rules and procedures within the camp, team or activity with the support of the Team Leader, Head Coach and/or Senior Swimming Canada Staff member.
- Follow all policies, procedures and practices related to the role of Team Manager and team travel.
- All other duties as required.

EXPERIENCE, QUALIFICATIONS AND REQUIREMENT

- Completion of post-secondary education would be considered an asset.
- Technical swimming knowledge and experience would be considered an asset.
- Knowledge of, or experience in planning and executing events, in sporting events/competitions or environment, would be a strong asset.
- Strong organization 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 and organization skills, with the ability to see and understand the overall project objectives.
- Strong interpersonal skills, with the ability to build and maintain relationships with a wide variety of groups.
- Ability to work independently and as part of a team, and to be a self-starter.
- Ability to maintain composure in high-pressure situations.
- Ability to be responsible for a group of athletes for extended periods of time when onsite at camps, teams and activities.
- Ability to be proactive, flexible and adaptable due to the changing needs of camps, teams, and activities.
- Ability to gather accurate and relevant data for the purpose of making decisions.
- Ability to creatively problem solve.
- Strong verbal and writing skills in English and French are preferred.



- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint is required. Experience using a CRM or similar, and with social media, would be an asset.
- Ability to lift, carry, push and pull, a minimum of 30 lbs on an occasional basis, as required to set-up and tear-down at events, and assist with outfitting.
- Knowledge of, or experience with, providing duty of care for others would be considered a strong asset, experience with individuals with disabilities or in a para sport environment would be considered an asset.
- Eligible to travel domestically and internationally is required.
- A valid driver's license with eligibility to drive a rental vehicle domestically and internationally is desired, for the purpose of going to offsite storage, travelling between venues at camps, teams and activities, and procuring items for the team room (groceries, etc.).

WORK LOCATION

This is a full-time, permanent position based out of the Ottawa office for two to three days a week, and with 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, and within a range of \$45,000-50,000.

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 4pm ET on Wednesday, November 26, 2025.**

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.

Any questions regarding the position can be directed to jobs@swimming.ca.

INTERVIEWS

Interviews will take place virtually or in-person on Monday, December 8 and/or Tuesday, December 9, 2025.

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



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