

NYAC Administrative Coordinator – Job Description

The North York Aquatic Club (NYAC) is seeking a permanent full-time Administrative Coordinator to play a pivotal role in the smooth operation of the organization's office and administrative functions. This hybrid role offers the flexibility of working both from the office and remotely, contributing to customer service, communications, event coordination, and administrative support.

Duties & Responsibilities

Reporting to the Director of Operations, the full-time Administrative Coordinator will perform the following related tasks:

1. Customer Service & Communications:

- Respond promptly and professionally to phone calls and voicemails during office hours (8:30am - 4:30pm, weekdays).
- Manage the INFO@ email inbox and assigned NYAC email inbox, ensuring timely forwarding and responses within 48 hours.
- Assist in the preparation of bi-weekly club communication.

2. Training Camp/Team Travel & NYAC Events Coordination

- Collaborate with the Director of Performance to coordinate logistics for training camps and team travel on an annual basis.
- Work alongside membership and volunteers to organize the NYAC Welcome BBQ, NYAC Banquet, potential fundraising initiatives, and holiday drives.

3. Registration & Team Unify Administration

- Assist Program Coordinator, membership with registration (new members, returning, changing groups) etc.
- Ensure Swim Canada information is provided, paperwork (i.e., waivers, RIS etc) are completed before club deadline.
- Assist the Meet Manager with tracking and entering sessions and points for membership profiles.

4. Other Duties

- Assist with the Athlete Lead program coordinator during the months of July and August.
- Assist with the maintaining accurate records of coaches' and officials' registration status with Swim Canada & Swim ON.
- Contribute to the creation of the NYAC yearbook and assist in set-up and takedown of hosted meets as needed.
- Manage office upkeep and ensure an adequate supply of necessary office items, including paper, pens, and meet-related materials.

Qualifications:

- Previous experience in office administration, customer service, or event coordination is an asset.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in using office software (e.g., Microsoft Office Suite, email clients).
- Ability to work both independently and collaboratively in a team-oriented environment.
- Familiarity with aquatic sports or swimming clubs is advantageous but not mandatory.

Work Environment:

- This position offers a hybrid work environment, with the flexibility to work from both the office and remotely. Occasional weekend and evening work may be required to support events and meet schedules.

Application Process:

- Interested candidates are invited to submit their resume and a cover letter outlining their relevant qualifications and experience to HR@nyacswimming.ca. The application deadline is September 5th, 2023.
- The NYAC is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences.

Applications will be accepted until September 11th, 2023.

Please email your cover letter and resume to HR@nyacswimming.ca