

EVENT AND TEAM TRAVEL COORDINATOR

Position Type: Full-time

Application deadline: February 22, 2023

Expected start date: March 20, 2023

Job location: Toronto, ON

The North York Aquatic Clubs is seeking a dynamic individual with a passion for event management and organizing team travel. The focus of this position will be to coordinate all NYAC hosted swim meets (in conjunction with the Swim Ontario Meet Manager), managing the logistics pertaining to NYAC's several training camps that happen on an annual basis, as well as NYAC hosted fundraisers and club events.

DUTIES & RESPONSIBILITIES

Reporting to the Director of Operations, the Event and Team Travel Coordinator will perform the following related tasks:

Meet Coordination:

- Ensure all permits are secured for NYAC hosted meets.
- Coordinate with Swim Ontario's assigned staff for meet to ensure proper planning and meet execution.
- Coordinate with the Club Officials Chair, Club Officials Administrator to ensure that all official positions are distributed (based on qualifications), filled and tracked accordingly for all meets.
- Manage heat sheets, information and distribution.
- Working with the Club Officials Chair to ensure training opportunities are provided to NYAC volunteers as per the NYAC policy.
- Ensure awards are ordered and distributed at meets.
- Secure catering and room rentals for meets when required.
- Follow-up with invoices and payments for meets while staying within allocated budget.

Team Travel & Training Camps:

- Work with Director of Operations and Director of Performance to schedule the several annual team travel and training camps.
- Work with Travel Agent to ensure flights, hotels, catering and pool rentals are confirmed and scheduled in advance.
- Communicate with membership in a timely manner about the scheduled event, collect payment, paperwork and essential documentation(s).
- Recruit and train team chaperones.
- Host meetings for planning with coaches, chaperone onboarding and parental FAQs pertaining to team travel and training camps.

Other Events:

- Assist with the planning and execution of NYAC's Annual Banquet, Fundraising BBQ, Christmas Toy Drive and other events NYAC may facilitate or participate in.
- Other duties that may be assigned from time to time.

SKILLS & EXPERIENCE

- Demonstrated experience in meet management, and understanding swimming travel planning and training programs.
- Excellent working knowledge and experience using Microsoft Office, Adobe and Google platforms.
- Experienced Team Unify user.
- Strong professional communication and organizational skills.
- Ability to work under minimal supervision and takes initiative to complete projects.
- Team player, and someone who welcomes and fosters a team working environment.

WORK HOURS:

- This position will be a hybrid position, where work from home and in-office will be expected.
- Standard work hours of 40 hours per week.
- The Meet and Team Travel Coordinator must be available to work evenings and weekends, specifically related to NYAC hosted meets and events.
- Possible travel may be required.

GUIDELINES FOR APPLICATIONS

- Please submit your cover letter and resume along with salary expectations to HR@nyacswimming.ca before noon ET February 22, 2023. We thank all applicants for their interest however only those selected for an interview will be contacted.

The North York Aquatic Club is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. NYAC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.