

League Commissioner Job Description –Alberta Water Polo Association

Company Description

Alberta Water Polo is a provincial not for profit sport organization and governing body in Alberta for the sport of water polo. We have a governing board which is policy driven with hired staff and contracts for the day to day operations of the organization. We are responsible for policy, operations, accountability to our partners, funding, programming and leagues.

Our Mission Statement: *To promote, govern, support and advance water polo in the province of Alberta. We collaborate with our partners and members to provide a safe, positive and progressive sport environment.*

Vision Statement: *Our innovation and leadership, recognized at National and Provincial levels, has resulted in a network of thriving water polo clubs and communities in Alberta.*

Job Description

The ideal candidate will have a passion for sports and event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.

The League Commissioner Position is primarily responsible for operational efforts related to Alberta Water Polo's various leagues. Experienced, take charge professional with the ability to work well under pressure, and handle a crisis with a steady hand are essential key characteristics for success in this position. Attention to detail and the ability to work with volunteers/clubs toward common goals are critical. This person must possess the ability to manage multiple tasks and projects, anticipate event needs, discern work priorities, and meet deadlines with minimal supervision.

Other necessary proficiencies include effective communication skills, both written and oral. Strong computer skills, including knowledge of Microsoft Excel and Outlook are also required. This individual should also be sports-oriented, demonstrate a desire to learn and grow, and offer ideas and suggestions to streamline event processes. Past experience within the sports industry is preferred to understand the way leagues/tournaments work. This position will require travel within the province, including weekends.

The function of the AWPA League Commissioner is to oversee and supervise the operation of all the sanctioned AWPA tournaments and leagues. Some of the duties, task, and responsibilities required include:

- Aid the Executive Director (ED), in the planning calendar for the next season and application to the different pools with those dates (March/April)
- Finalize the calendar with all the tournaments/leagues/trainings. Give all the deadlines and enter events on the WPC database. (June)
- Coordination of the AWPA handbook with club coaches with some of the modified rules –(July/August)
- Assist with building schedules for tournament and leagues
- Coordinate and check pool and equipment setup
- Working knowledge of scoring systems, Knok, Aries and ability to troubleshoot scoring sheet issues
- Maintain update documents pertaining to the provincial leagues
- Work with facilities to ensure pool prep in advance of tournament
- Create game sheets, coordinate clubs and minor officials
- Attend and monitor games
- Maintain standings
- Maintain equipment
- Recommend disciplinary action against coaches, players or parents as required
- Work with Referee Assignors and keep them informed of schedule changes

Event Coordination

- Club member service support both in the office (via phone and email) and on-site for events.
- Assist in developing and executing procedures, analyze and challenge current processes, and offer suggestions to streamline procedures.
- Assist in creating and distributing updated event information to participating clubs.
- Communicate and manage relationships with hotels and host pool facilities.
- Compile event data and maintain a data base for events and leagues.
- Build relationships with clubs/teams outside of the country to bring into the John Csikos Alberta Open.

Working Conditions (legal)

- Work will be split between the AWPA office, working from home and during the event weekends.
- This is a part time position averaging 15-20 hours a week. The work schedule will be flexible in accordance with demand.
- There will be limited times throughout the year that coming into the AWPA office will be required.
- Pay range \$15,000.00-\$20,000.00 annually.

Qualifications

- Deep and personal commitment to the Core Values of Alberta Water Polo.
- Two or more years of related business experience is preferred.
- Completed 'Making Ethical Decisions'
- Proficiency in Microsoft Office applications; in particular Excel and Outlook.
- Ability to use resources effectively and efficiently, can task and ability to compile information into a user friendly format.
- Ability to understand workflow process for maximum output, understands how to separate and combine tasks to increase workflow efficiency, ability to maximize limited resources.
- Produce accurate work, even when under pressure, checks the accuracy of information before using or passing on to others.
- Ability to set priorities quickly zeros-in on the "critical few" and puts the "trivial many" aside, can juggle numerous tasks and priorities while maintaining productive flow of work.
- Ability to travel on weekends and holidays is required.
- Flexibility to work nights and weekends.

The ideal person for this position should have a passion for water polo. Candidates should have a strong work-ethic and excel in building and maintaining strong business relationships. Preference will be given to candidates currently not affiliated with an Alberta club.

Timeline

Accepting applications:	December 15 th
Interviews:	December 16-19 th
Announcement:	December 23 rd

Please email applications to office@albertawaterpolo.ca