

## Job Posting for Summer Employment

### Alberta Water Polo Association

Job description: this is a position from the middle of June to August 2017. Your role is to work in the office of the provincial organization and provide coaching for some of the programming. Update and work on the website and on-line management system. You will also need to be self motivated in this role and flexible with time being able to work sometimes at nights and weekends.

Responsibilities would include but exclusive to:

- database and event management system edits and updates
- teach free clinics to introduce water polo in rural communities
- maintain a list of pools and contact people in Alberta to offer programming
- general office work

Qualifications:

- Must be a student in. or going into secondary education, as this is position is partly funded with a grant.
- You must have knowledge of LTAD
- a background in sports (team is an asset)
- be self motivated because you will be working independently
- have water polo NCCP coaching certification/experience and coached water polo
- knowledge and experience in putting together excel spreadsheets, writing skills for things like letters/media releases, quick learner
- strong communication skills
- transportation/car is a must

Salary: this is an average of 30 hours a week position and wage will be discussed.

Closing date: Tuesday June 20<sup>st</sup>, 2017

Alberta Water Polo Association thanks all applicants but only those chosen for an interview will be contacted.

Contact Information:

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