



Alberta Water Polo Association Program Director

Alberta Water Polo Association

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.

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

Role Description

The Program Director is primarily responsible for organizing and implementing Alberta Water Polo's leagues, tournaments, events and grassroots developments. This fast paced sport needs an individual who has a passion for sports mixed with event organization and management to create safe, successful and fun events for our Club Members and Registrants. The Program Director will oversee and supervise the planning and operation of all AWPA sanctioned events throughout the year.

Qualifications

- Commitment to the Mission, Vision and Values of Alberta Water Polo.
- Two or more years of related business experience is preferred.
- Knowledge of how sport leagues and tournaments operate
- Google Workspace for Non Profits proficient
 - Knowledge in Microsoft Office applications is an asset
- Responsible budgeting skills
- Able to use effective communication tools (email, website, social media) and checks for accuracy of information before using to passing along to others
- Awareness of how to use resources effectively and efficiently
- Able to compile information into a user-friendly format and task as required.
- Understand workflow processes for maximum output,
- Know how to separate or combine tasks to increase workflow efficiency and maximize limited resources.
- Able to set priorities; zeros-in on the "critical few" and puts the "trivial many" aside
- Have a strong work-ethic and excel in building and maintaining strong business relationships
- An independent worker who is able to manage multiple tasks and projects, anticipate event needs, discern work priorities, and meet deadlines with minimal supervision.
- Able to work well under pressure and resolve conflicts as they arise
- Demonstrate a desire to learn and grow and offer ideas and suggestions to streamline event processes.

Duties

General

- Aid the Executive Director (ED), in the planning calendar for the next season
- Apply for required pool space needed for events to the different pools with those dates (March/April)
- Finalize the calendar with all the tournaments/leagues/training.
- Enter all the events and deadlines on the WPC database. (June)
- Review the AWPA handbook with club coaches - assess modified rules –(May/June)
- Building game schedules for tournament and leagues



- Maintain and update documents pertaining to the provincial leagues/tournaments/events and ensure they meet required FINA standards
- Work with facilities to ensure pool prep in advance of tournament
- Create game sheets, coordinate clubs and minor officials
- Maintain standings on the website
- Maintain the equipment log
- Manage budgets for leagues
- Recommend disciplinary action against coaches, players or parents as required
- Work with Referee & Chief for referee assignments, scheduling clinics, monitor/develop referees in Alberta
- Monitor and enforce minimum coach certification requirements
- Work with the Swim Like a Dolphin -grassroots program with clubs
- Oversee the minor officials testing tool

Event Coordination

- Club member service support
- 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 database for events and leagues.
- Build relationships with clubs/teams outside of the country to bring into the John Csikos Alberta Open.

Working Conditions (legal)

- This position will primarily work from home.
- This is a full-time position averaging 30 hours a week.
- Flexible work schedule in accordance with demand.
- There will be limited times throughout the year that coming into the AWPA office will be required.
- Pay range \$35,000.00-\$42,000.00 annually.

Timeline

- Accepting applications until a suitable candidate is found.
- Preference will be given to candidates currently not affiliated with an Alberta water polo club.
- Please email applications to office@albertawaterpolo.ca