



**NWRSC Executive Coordinator**  
**Part-time temporary position**  
**\$25.00-\$30.00/ hr (commensurate with experience)**  
**Anticipated start date: April 1, 2024 (flexible)**

**Location: Kin Pool, Bowen Park, Nanaimo BC**

The Nanaimo White Rapids Summer Swim Club (NWRSC) is a large youth swim club and a member of the BC Summer Swimming Association (BCSSA). This family-centered youth swim club fosters social and skill development focusing on each athlete's personal best in a safe and fun community-based program. The Kin Pool in Bowen Park, Nanaimo BC is a city-owned, outdoor 6-lane, 25m pool and the official home of the Nanaimo White Rapids. The Club operates the Kin Pool in a co-management agreement with the City of Nanaimo between May 1st and September 30th. The co-management agreement includes a framework for providing public programming and swim club operations.

The NWRSC Board of Directors is seeking to hire an Executive Coordinator to support its operations. The ideal candidate has relevant education, interest, and experience in recreational management, experience working with young employees in their first job, and has prior experience and/or knowledge of aquatics.

Accountable to: NWRSC Board of Directors

Responsibilities:

- Supervises pool manager and head coach (is situated in between Board and Pool manager/ Head coach)
  - Daily / weekly check-ins with head coach and pool manager (together and/or separate) to stay apprised on functioning of both these streams
    - Knows these roles and the "NWRSC Season Plan"
- Reporting to NWRSC Board on issues that board needs to attend to or be aware of
  - E.g., employee conflicts, people going on leave and shifts covered, public complaints and how this was dealt with
- Reviewing and approving time sheet submissions (and liaising with bookkeeper)
- Assists head coach/ senior coaches with "away meet" travel bookings and reimbursement
- Attends all Board meetings, brings Head coach and Pool manager reports to each meeting and supports Head coach and Pool manager when issues need to be brought to the Board.
- Work with Pool Manager to promote Kin Pool rentals and Advanced Aquatics
- Arrange contracts for delivery of Advanced Aquatics programming
- Participates in on-boarding with all staff
- Liaises with customer base/pool community to garner feedback about programs



#### Daily tasks:

- Check-ins with Head Coach and Pool Manager
- Weekly check-ins with Board (President or VP)
  - Including written update using pre-specified form
- Available “open hours” each week for any staff member to bring forward concerns
- Performs additional tasks set out by the NWRSC Board
- Interfacing with coaches, instructors, lifeguards, families
- Ensure all bookings and communications for pool bookings etc. are attended to within 2-days
- Manage public facing profiles (advertising, marketing on social media etc.)
- Other tasks may include:
  - Reviewing user agreements and fees
  - Research fundraising opportunities
  - Assist with grant applications and proposal writing

#### Essential skills:

- Experience mentoring young employees in their first job
- Working knowledge of non-profit organizations and the BC Societies Act
- Familiarity with the BC Employment Standards Act
- Self-directed, initiative taking
- Strong leadership and problem-solving skills

#### Asset qualifications:

- Relevant education, interest, and experience in recreational management
- Experience and/or knowledge of aquatics
- Past experience working with non-profit board-run organizations
- Experience with proposal writing and researching funding opportunities
- Experience working in Human Resources

#### Terms of employment:

April 1, 2024 (flexible start) - Aug 30 (opportunity to stay-on and support fall/winter programs)

20-25hrs/week (flexible)

Most/all work in “on site” at the Kin Pool (this is not remote work from home situation); structure of hrs to be discussed with Board (eg, 2 mornings, 3 afternoons)

#### Rate of Pay:

Starting wage for this position is 25\$/ hour. Hourly rates will be scaled to reflect previous experience and expertise; rates will be discussed with each applicant following the interview process.

#### HOW TO APPLY:

Applicants are asked to send their resume and cover letter to: [hiringcommittee@nwrsc.ca](mailto:hiringcommittee@nwrsc.ca)