



SWIMMING
PRINCE EDWARD ISLAND

- Position:** Swim P.E.I. Technical Director
- Reports to:** Swim P.E.I. Executive Committee and Executive Director
- Location:** Charlottetown, P.E.I.
- Responsibilities:** Responsible for the overall management and direction of the Long Term Athlete Development Plan, Coaching Certification Program, Junior Athlete Development Program, Athlete Recruitment Program, and Officials Training Certification Program.

General Job Description:

The Technical Director (TD) is responsible for the conceptualization, implementation, monitoring and evaluation of programs as they relate to Swim P.E.I.'s technical elements. The TD will play a 'leadership' role in developing, directing and overseeing all technical programs for our age-group athletes. The TD will develop written and visual resource materials.

Funding Source:

Sport Participation Bilateral, jointly funded by Sport Canada and PEI Department of Communities, Cultural Affairs and Labour.

Structure:

The TD reports to the Swim P.E.I. Executive Committee on all sport technical matters as well as to the Executive Director on all administrative matters.

The TD works collaboratively with the provincial swim clubs, their club executives and their coaching staffs on all matters related to the technical development of the sport including the development of a province wide recruitment program .

The TD works collaboratively with the NSO, Swim Natation Canada (SNC) Technical & Officiating Committees and their staff. The TD will develop a communication plan with the SNC Technical Director and the SNC Director of Domestic Operations.

The TD works collaboratively with the provincial teams & their coaching staff (junior & senior)

Scope:

Within the LTAD programs, an important area of responsibility of the TD is to direct and monitor the efficient operations of the;

- Club & Provincial teams preparing for national competition at the age-group, junior and senior levels.
- Coaching Education Programs

The TD will account to the Executive Director & Swim P.E.I. Treasurer for all project expenditures and revenues immediately after the completion of each project.

The TD shall attend all formal meetings, when required, of the Executive, the Board of Directors, the Technical Committee, upon receiving reasonable notification from either the President, the Vice President or the Executive Director.

The TD will serve as the provincial Learning Facilitator and will develop and conduct an ongoing review of the Coaching Education Program to ensure relevance in meeting both the provincial and national objectives.

The TD will prepare written monthly reports to the Swim P.E.I. Board of Directors.

Knowledge and Skills Required:

- Very strong leadership skills
- Very strong consensus building skills.
- Minimum level 2 coaching certification.
- Experience in performance preparations for success in national competition.
- Demonstrated understanding of the structure and programs of Swim P.E.I.
- Excellent analytical and problem-solving skills.
- Excellent communication skills.
- Proven organizational and event planning skills.
- Excellent facilitation skills.
- Excellent computer skills - MS office, including PowerPoint and/or Corel W/P
- Proven ability to work in a team environment.
- Excellent management and budgeting skills.
- Excellent public speaking (presentation) skills.
- Provincially recognized in the area of swim athlete development.
- Understanding, recognition and respect for the roles, responsibilities, and pressures of a Provincial Sport Organization.
- An ability to work flexible hours and to travel to/from all provincial clubs.

Education Level:

Undergraduate degree; preference given to an undergraduate degree in Physical Education or a related field.

Experience Level:

Preferred minimum three (3) years of sport administration/coaching in swimming and/or not for profit management and/or business experience.

Employment Contract: Two-year contract for 20 hours per week; with a potential three-year renewable option at the conclusion of the second year evaluation. Salary compensable with experience.

All applications should be addressed to cgcrozier@sportpei.pe.ca or by mail to

THE SEARCH COMMITTEE - SWIM PEI TECHNICAL DIRECTOR
Swim P.E.I.
PO BOX 302
Charlottetown, P.E.I.
C1A 7K7
Or by fax to (902) 368-4548 or Toll Free 1-800-235-5687

The deadline for receipt of applications is February 22, 2008. Position start date is April 7, 2008. In-person/phone interviews planned for week of March 10, 2008.

***The TD will attend a strategic planning session setting the association's three-year Vision,**

Goals and Tactics on Saturday, April 5, 2008.*

The association thanks all applicants for their interest in applying for the position, however only those applicants selected for an interview will be contacted.