EMPLOYMENT OPPORTUNITY

Position Title: Manta Swim Club General Manager

FTE: Full Time

Hours of Work: Days, Weekends and Evenings

Salary: Negotiable, dependent on skill and experience

Manta Swim Club is recognized as the premier swim club in Manitoba and is known nationally for developing some of Canada’s top swimmers. We are currently seeking to fill the position of General Manager whose responsibility will be to oversee operations, including membership, marketing and fundraising, programs, community relations, and financial management.

Reporting to the Head Coach, the position is full-time and requires some schedule flexibility as participation in Provincial and National swim meets includes some weekends and holidays. The candidate should be passionate about amateur sport and will be subject to a criminal records check and child abuse registry check.

QUALIFICATIONS

- Prefer a Bachelor’s degree or equivalent in business management, recreation management or a related field.

- Proficiency and knowledge of Social Media platforms and their applications an asset.

- Possess the ability to direct total operations, from supervision of staff, monitoring budget, development of an operational plan, coordination of marketing and fundraising and community outreach.

- Demonstrated strong leadership and interpersonal skills with a proven ability to develop effective partnerships with a wide array of internal and external stakeholders
Exceptional interpersonal communication skills in working with the board of directors, members, coaching staff and administrative staff.

Well organized, adaptable and able to work independently.

Experienced with computers and working knowledge of Word, Excel, etc.

Proven financial management skills including budget creation and an understanding of financial statements.

Demonstrated strong oral and written communication skills for report writing.

**KEY RESPONSIBILITIES**

- Ensure effective and efficient administrative systems and policies are in place to support a World Class swim club.
- Manage club activity and productivity in collaboration with the head coach in accordance to the annual strategic plan.
- Assume primary responsibility for the management of the finances of Manta.
- Oversee hiring, training and supervision of administrative staff.
- Prepare and present the annual operating budget, ongoing business plans and organizational strategies to the Board of Directors
- Achieve commercial / sponsorship arrangements for programs and events.
- Provide support to ensure we have strong and healthy athletes, coaches and officials.
- Express ideas and information effectively in oral and written communications.
- Identify and implement growth opportunities to expand membership.
- Help creatively devise and execute club marketing.

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**Job posting closing date: Monday, 11 February, 2019**

Please address your application to:

*Manta Board of Directors*

c/o Tom Chaput, President *Manta Swimming*

chaputmanta@gmail.com