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Water Polo Canada Employment Opportunity Domestic Operations Coordinator (DOC)

Water Polo Canada (WPC) is the National Sport Organization for Water Polo in Canada. Its purpose is to lead the growth and the pursuit of excellence in the sport of water polo for all Canadians while respecting the following set of values: Integrity & Respect, Teamwork & Solidarity, Leadership & Accountability, Excellence & Professionalism.

Type of position and reporting:

This is a full-time position reporting mainly to the Sport Development Manager (SDM)

Term and starting date:

Ongoing employee contract starting as early as February 7th 2022

Location:

Water Polo Canada national office is located in Ottawa. However, for this position, working from a remote location could be discussed. As an example, we encourage strong candidates living in the greater Montreal area to apply.

About the position:

The Domestic Operations Coordinator (DOC) works on a wide range of files relative to operations, domestic programs and membership services. She/he also provides support to the League & Event Manager (LEM) for work associated with the National Championship League (NCL) and other WPC events as well as to the Pathway Manager (PM) relative to the National Coaching Certification Program (NCCP) program. The portfolio includes supporting the work of the SDM relative to the National Registration Database also in the areas of Diversity & Inclusion, Gender Equity and Safety in Sport, the Official Training and Certification Program (OTCP), the Club Assistance Program, Grassroots Programs, as well as the LTAD and other domestics programs. The DOC will also help from time to time with translation services.

Qualifications and experience:

The ideal candidate is fluent in both English and French and has a college or university degree in sport business/management, physical education, kinesiology or an associated field and has at least 2 years of relevant experience in the sport sector. She/he is a self-starter displaying exceptionally strong leadership & inter-personal skills.

For more information on this position and detailed list of responsibilities and qualifications, please visit Water Polo Canada's website and refer to the document that can be found at the following link:

<https://waterpolo.ca/content/employment-opportunities>

Salary for this position will commensurate with qualifications and experience. Excellent benefits package.

Applications including a resume, a cover letter along with salary expectations should be sent in confidence via email by no later than Monday, January 24th, 2021, at 23:59 EDT to:

Water Polo Canada
Attention: Eric Smith
By email only: esmith@waterpolo.ca

*We thank all those who apply. Only those selected for further consideration will be contacted.
Water Polo Canada promotes Employment Equity. This position is financially supported by Sport Canada.*