



Swimming for Excellence in Life

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Island Swimming Club Seeks Part Time Event Planner

About ISC:

Island Swimming Club is Canada's oldest not-for-profit swim team with a tradition for nurturing competitive excellence. Our staff is passionate about working together to provide the best possible teaching for the kids and teens of Greater Victoria. We take pride in developing the technical and racing skills of young people so they can achieve success in the pool and beyond.

Position:

Event Planner, Part Time

As a member of our administrative team, you'll have the chance to play a pivotal role in supporting the organization and execution of our swim meets, camps, and events. The ideal candidate will have experience in event planning, social media management or organizational tasks. Having knowledge in competitive swimming would be an asset.

The ideal candidate will:

- Be computer savvy and willing to learn Hytek meet management software
- Be available to work a flexible schedule with very busy periods leading up to major events
- Be on deck to assist with execution during major events and swim meets
- Have a willingness to work with a team of skilled coaches
- Be able to manage a team of volunteers who help to further our program goals
- Have excellent communication skills
- Provide a clear criminal record check (prior to starting)
- Take Safe Sport training (prior to starting)

Responsibilities will include:

- Preparing meet packages and meet files for Island Swimming's hosted meets
- Work with other staff, board members and volunteers to prepare for and run hosted swim meets
- Coordinate with Swim BC and Swimming Canada about hosting duties for Provincial and National level meets
- Act as the Club Officials Director and assist with training swim meet volunteers
- Assist with in-house race days, iRace meets and swim camps
- Social media and communication updates to members
- Manage sponsorship/fundraising activities

Pay: Hourly rate based on qualifications and experience.

How to apply: Email Cathy Hanan (adminoffice@islandswimming.com) with the subject line "Event Planner" Please include a resume and brief cover letter.

Closing date: May 31st, 2024