

	<p>2019 Canada Winter Games SSM Manager/Assistant Coach Job Posting</p>	<p>Draft: February 22, 2018</p> <p># of pages: 2</p>
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Synchro Swim Manitoba is hiring an Assistant Coach/Manager for the 2019 Canada Winter Games. This is a contract term position for one year. The one year term will commence on is April 1, 2018 and end on March 31, 2018. The candidate must be Competition Development trained by the starts of the 2019 Canada Winter Games.

#### Services to be Delivered


- The Manager agrees to provide the services as outlined in the job description attached to this posting.
- The Manager will adhere to all policies associated with the Games program.

#### Remuneration

- SSM shall pay an hourly rate range of \$15-\$18/hour in semi-monthly payments as administered by Sport Manitoba over the contract term.
- The Assistant Coach/Manager will be allocated 6.25 hours per week for the full term of the contract. It should be noted that the actual hours may fluctuate from week to week and month to month. The coach shall maintain a time log of record hours expended on the program to ensure no overages are used. Hours should be submitted monthly to the Executive Director.

#### Expenses

- During the week of the Games, meals, accommodations and travel will be covered by Team Manitoba and the host society.
- All other required travel expenses associated with team preparation camps and competitions will be covered by SSM.
- A per diem of up to \$35 for meals per day while away at team preparation camps/competitions will be provided.

	<p style="text-align: center;">2019 Canada Winter Games SSM Manager/Assistant Coach Job Description</p>	<p style="text-align: center;">APPROVED January 22, 2018 # of pages: 1</p>
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## Responsibilities

### Administration / General

- To provide leadership and logistical support to the team.
- In conjunction with the Head Coach, schedule practice times and ensure that required facilities are booked.
- Ensure athletes complete and submit any required forms.
- Work within the approved budget as determined by the Canada Games Management Committee and approved by the Board.
- Cooperate with the Head Coach and Provincial Team/Games Management Committee relative to team administration.
- Attend all Team Manitoba staging events and pep rallies prior to the Canada Winter Games.
- Attend coaching seminars, workshops etc... as required.
- Assist with preparation of an evaluation of the Canada Winter Games program.

### Communication

- Liaise with Team Manitoba Mission staff.
- Liaise / communicate with other coaches and clubs regarding the selection process of the games team, training schedules/plans, camps, events, etc...
- Ensure the swimmers and families are aware of Synchro Manitoba's 2019 Canada Winter Games Provincial Team policies with respect to selection, training, travel, funding, and any other matters concerning the team's operation.

### Athletes / Program Development

- Be familiar with and understand every aspect of the Synchro Technical Package for the 2019 Canada Winter Games.
- Be Competition Development Trained by the Games.
- Assist with keeping up to date swimmer profiles and records of all prospective team members.
- Assist with preparing training and competition plans for athletes.
- Assist with monitoring and evaluate training of athletes.
- Assist with preparation of athletes for all aspects of the Canada Winter Games.
- Responsible for the behaviour of team and staff on and off deck while representing Manitoba.
- Attending all team trial events.

### Reporting

- Work under the direction of the Canada Games Head Coach.
- Work in conjunction with the SSM Developing Talent/Provincial Team/Canada Games Management Committee to deliver the Canada Games program.