



OTTAWA TITANS WATER POLO ASSOCIATION

1568 Merivale Road, Suite 223

Ottawa, Ontario K2G 5Y7

info@titanswaterpolo.ca

www.titanswaterpolo.ca

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The Ottawa Titans – Summer Program Coordinator

The Ottawa Titans Water Polo club is looking for an energetic, outgoing person to join our team and support our summer programs!

The Ottawa Titans Water Polo Association is a not-for-profit organization that has been serving the Ottawa community since 1984, offering recreational and competitive water polo opportunities to players from 5 to 55+ years old. We are one of the largest and most successful water polo clubs in Canada. In the past five years, the Titans have ranked among the top 5 water polo clubs in the country and have produced a number of athletes who proudly represent Canada at the international level. The Ottawa Titans summer program is the fastest growing national program and continues to evolve yearly. We have pools located throughout the National Capital Region and we want to continue to grow water polo throughout the area.

This is a seasonal position (total of 320 hours between early June and late August), and you will have the opportunity to help with daily club operations in addition to contributing to our annual charity benefit – the Titans Heroes Cup.

Successful applicants will have/be:

- Students hired must be at least 18 years of age, enrolled as a student at a secondary or post-secondary school or institution.
- Effective team player who is self-motivated and outgoing.
- Excellent written and oral communication skills in order to work with the general public and event volunteers.
- Ability to write effective commentary for events and activities.
- Essential ability to manage time effectively.
- Ability to multi-task.
- Excellent organizational and record-keeping skills.
- Able to work with minimal supervision if necessary.
- Have access to own transportation & a valid driver's license and good driving record.
- Available to work some weekends and evenings as required.
- Ability to pass police records check.
- Preference will be given to those applicants who have experience in competitive sports programs either as an athlete or coach.

Interested parties should include:

- Resume sharing your playing and/or coaching experience(s)
- Transcript confirming returning to school status
- 2 letters of reference

Duties:

1. As the Summer Programs Coordinator for Titans Water Polo, you will be responsible for the planning, running and management of the programs described below. You will be supported every step of the way by highly skilled professionals who will mentor you and guide you as you learn to plan projects, manage a team of individuals of diverse backgrounds, communicate with the public, maintain positive relationships with other organizations, react to surprises, track performance metrics, manage budgets and produce status reports for the Board of Directors. Under the guidance of the Head Coach, you will support and manage the Titans Summer Programs including but not limited to the free water polo sessions offered at a number of city pools to school-aged children and the Titans Heroes cup activities at Mooney's Bay.
2. For the free water polo sessions, you will:
 - a. Update the handbook used for previous years' sessions and ensure that every coach has their own handbook
 - b. Ensure that the required equipment and advertisement material is available at all the applicable pools;
 - c. Liaise with all the coaches, collate attendance information and collect registration fees from them, where applicable.
 - d. Handle all inquiries from the public related to free sessions, keep records of all new leads, and coordinate with the parents and relevant coaches to make sure that new participants are welcome and taken care of;
 - e. Deal with last minute staffing changes;
 - f. Maintain an excellent working relationship with, and liaise with city pool staff;
 - g. Attend free sessions on a rotating basis to ensure that they run smoothly and on time, that the coaches offer quality sessions, that the participants are having fun, that their parents are satisfied with the free sessions, that attendance is recorded and that registration fees are collected when applicable;
 - h. Engage parents to encourage them to have their kids try water polo and to get their feedback on the free sessions;
 - i. Produce weekly summary reports of the free sessions, including total participation metrics by pool, registration fees collected and any issue or concern related to the free sessions.
3. For the Titans Heroes Cup, you will:
 - a. In consultation with the Head Coach and the Board of Directors, prepare a list of all the activities to be offered at the Titans Heroes Cup;

- b. Produce a master plan for the Titans Heroes Cup and submit it to the Head Coach and Board of Directors for approval. This plan will, for each Titans Heroes Cup activity, list all the tasks and staffing requirements needed to plan and deliver the activity;
 - c. With assistance from the Head Coach and the Board of Directors, recruit and assign volunteers to be responsible for the tasks identified in the master plan, with the understanding that much of the tasks will be your responsibility;
 - d. Liaise with all 3rd party organizations supporting the Titans Heroes Cup, and coordinate with them the format and scope of their contribution towards the Titans Heroes Cup (e.g. Bouncy Castle, Dunk-Tank, Yoga, etc.);
 - e. Liaise with all the volunteers, keep them accountable to meeting their deadlines, and track progress on all the activities and their associated tasks;
 - f. Keep track of all donations and sponsorships;
 - g. Track all expenses incurred in organizing and running the Titans Heroes Cup;
 - h. Act as overall event coordinator during the Titans Heroes Cup (July 23, August 6 as a rain day).
4. You will produce a weekly report detailing the following:
- a. total number of hours worked, broken down by activities (covering all the Summer Programs);
 - b. latest attendance information, broken down by pool;
 - c. list of participants to be registered with Ontario Water Polo, their registration; information, and the total amount of registration fees collected;
 - d. any issues or concerns about any of the Summer Programs;
 - e. overall progress towards the Titans Heroes Cup, identifying any areas of concern;
 - f. updated financial report for the Titans Heroes Cup.