



EXECUTIVE DIRECTOR MASTERS SWIMMING CANADA

December 6th, 2011

Masters Swimming Canada (MSC) is seeking an individual for the position of Executive Director. This is a part-time position for an energetic, enthusiastic, creative individual who possesses strong communication, planning and administrative skills. The Executive Director shall be responsible for the successful leadership and management of MSC according to the strategic direction established by the Board of Directors.

Experience and Attributes:

- Strong communication skills (oral & written)
- Strong organizational and administrative skills
- Ability to problem-solve and work to time sensitive deadlines
- A background in the sport of swimming
- Bilingualism is an asset

Duties and Responsibilities:

- Achieve the strategic plan and objectives of the Association
- Daily management and operations
- Financial management
- Committee support
- Promotion of Masters Swimming Canada
- Establish, maintain and advance Aquatic Community relations
- Ensure appropriate Risk Management
- By-Laws, Policies and Procedures

A complete job description is available at www.mymisc.ca.

Salary is commensurate with experience.

Applicants should email letters of intent and a detailed resume including references to:
Robert Diewold, Chair Human Resources Committee, Masters Swimming Canada
bdiewold@platinum.ca and RobertDiewold@MastersSwimmingCanada.ca

The deadline for receipt of letter of intent is December 20th, 2011 and receipt of resumes is January 8th, 2012

We thank all those who apply, however, only those selected for an interview will be contacted.

Masters Swimming Canada (MSC) is a not-for-profit organization that oversees Masters Swimming in Canada. Masters Swimming is an adult program designed to promote adult fitness through swimming.