



Position Title: **Artistic Swimming Administrator** (Part-Time Contract)

Employer: London Regional Artistic Swimming Club (LSC)

Location: London, Ontario

Report to: LSC Executive Board

Terms of Employment: This is a year-round, part-time position (approximately 5-10 hours per week) with hours fluctuating by season. This posting for an upcoming vacancy.

Position Summary: The London Regional Artistic Swimming Club (LSC) is seeking a passionate, collaborative, and highly organized Artistic Swimming Administrator to perform administrative tasks supporting the Competitive Head Coach in delivering artistic swimming programming. This supportive role focuses on direct communication between athletes, families and coaches, marketing strategies, policy adherence, and scheduling in close collaboration with the Competitive Head Coach, Recreational Head Coach, and Executive/Board towards achieving organizational goals.

#### Key Responsibilities:

- Provide administrative assistance to the Competitive Head Coach in support of artistic swimming programs, events, and competitions towards developing confident, skilled athletes
- Act as liaison and point of contact through regular communication, responding to inquiries and concerns promptly with professionalism
- Supports with club correspondence with items such as the development of event programs, monthly newsletters, club calendar and scheduling
- Provide administrative assistance to the Head Coach in approving coach cards
- Coordinate and assist with events including watershow programs and competitions
- Assist with event planning and travel coordination for local and provincial competitions
- Attend coach meetings, assisting with preparing and presenting information
- Oversee the coordination of general equipment and/or apparel
- Responds to pool scheduling conflicts promptly
- Perform administrative and other duties as assigned by the LSC President
- Supports with ensuring LSC has a strong social media presence with regular athlete centred posts
- Provide website oversight including regular maintenance and updates

#### Minimum Requirements

- Artistic swimming coaching and experience required
- Strong proficiency using Excel, Google Drive and other related platforms
- Valid Police Record Check (PRC) and Vulnerable Sector Check (VSC) (as applicable to age)

#### Skills & Assets

- Excellent organizational and administrative abilities
- Reliable, collaborative and easily adaptable
- Strong attention to detail and understanding of the impacts on decisions within artistic swimming
- Marketing and social media experience considered assets
- Strong communication skills

The LSC is an equal opportunity employer committed to fostering an inclusive work environment. In accordance with requirements in Ontario Regulation 191/11 – Integrated Accessibility Standards and the Ontario Human Rights Code, LSC will accommodate the needs of individuals with disabilities throughout the recruitment process. If you require accommodation at any stage of the recruitment process, please inform the Recruitment representative of the nature of the accommodation(s) you require.

Please submit your application, including cover letter and resume, to [londonartisticswimhr@gmail.com](mailto:londonartisticswimhr@gmail.com) by



March 6, 2026. If you experience any issues with submitting your application please contact our HR Coordinator at 519-521-9057. We do not use AI in our recruitment process.