

JOB TITLE: Administrative Services Specialist

EMPLOYER NAME: Revolution Diving

LOCATION: Winnipeg

PROVINCE/TERRITORY/COUNTRY: Manitoba

POSITION TYPE: Part Time

SALARY RANGE: Salary based on experience and qualifications

EMPLOYMENT TYPE: Employee

POSITION START DATE: August 2024 (negotiable)

APPLICATION DEADLINE: August 15, 2024

JOB DESCRIPTION:

Join a passionate leadership team in pursuit of great community, communication and logistical efficiency.

Revolution Diving offers springboard and platform diving programs for all ages and abilities from learn-to-dive to competitive programs. We provide long-term athlete development, and all programs incorporate the disciplined aspects of the sport into an enjoyable atmosphere.

Key Responsibilities:

- Manage online recreational program registration for Fall, Winter, Spring and Summer sessions: create schedules, assign instructor hours, set up and monitor online registration, create and distribute information packages to registrants, class contact lists for instructors, reports on registration and income
- Manage online competitive team program registration – annually in September and as new members join: send out and collect registration forms, track payments, follow up on missing forms
- Maintain an up to date club roster
- Answer email and assist with answers to questions in a timely manner
- Send out club newsletters and other updates
- Collection of RSVPs and other responses from members

- Check and return phone messages
- Pick up mail and forward to the appropriate person
- Deposit checks using deposit only ATM card
- Review, confirm and pay monthly rental permits to actual hours
- Assist with the authorization of payroll for hourly coaches
- Travel logistics such as booking flights, hotels, meals, event registrations
- Creation of surveys and collation results as requested
- Inventories (recreational t-shirts, club team apparel, trophies, awards, etc.)
- Promotion of the Club through Website maintenance and assistance with social media accounts
- Assist with the administrative needs of hosting competitions and other events
- Miscellaneous communications and logistical arrangements as they arise

Opportunity to adjust the role based on individual strengths and areas of interest!

Please submit resume to Revolution Diving at revolutiondiving.president@gmail.com.

References may be requested.

CONTACT INFORMATION:

FIRST NAME:	Marya
LAST NAME:	Levine
EMAIL ADDRESS:	revolutiondiving.president@gmail.com
ADDRESS:	Box 61048 RPO Grant Park
CITY:	Winnipeg
COUNTRY:	Canada
POSTAL CODE:	R3M 3X8
APPLICATION EMAIL:	revolutiondiving.president@gmail.com