



## Water Polo Saskatchewan

Water polo is an exciting, challenging and fun-filled sport. It is a great form of exercise where team play is fuelled by passion and friendships formed to last a lifetime. It offers the opportunity to travel and create lasting memories.

In other words, water polo is the best sport on earth.

### **Executive Director**

Water Polo Saskatchewan is seeking a highly motivated and innovative individual to fulfill a fulltime position as the Executive Director. As the Executive Director you will report to and work closely with the Board of Directors. You will hold a key leadership position in the organization and will support the Board and its mandate by being accountable for the overall operations. This position will work with the Provincial Coach in developing athletes, coaches and officials in an athlete centered, coach driven and member driven organization.

### **Summary of Responsibilities**

- Responsible to manage the administrative operations of Water Polo Saskatchewan, including membership, finance, board governance, administrative policy and support services:
- Ensure communication with the members through e-news, email, phone and website:
- Ensure effective and efficient administration of programs; to provide timely and accurate reporting to the Board of Directors:
- Maintain accounting system including payables, receivables, budgeting:
- Ensure grant applications and follow-ups are completed in a timely manner:
- Prepare and attend all meetings for the WPS Board of Directors:
- Establish and maintain effective working relationships with the Provincial Coach, Water Polo Canada, Sask Sport, provincial water polo clubs, financial auditor and other key stakeholders.

### **You will have demonstrated ability and/or knowledge of:**

- Maintaining stakeholder relationships;
- Planning and administer sport programs, including all necessary financial and program reporting;
- Use computer-based applications, including data bases, Word, Excel and QuickBooks;
- Policy governance boards;
- Express yourself clearly and concisely both in written materials and presentations;
- Plan, organize and prioritize workload;

**You will:**

- Be a team player;
- Have excellent leadership and mentoring skills;
- Have ability to build relationships;
- Be an effective communicator;
- Be an innovative thinker;
- Demonstrate administrative and planning skills; and
- The successful candidate will be required to submit a clear criminal record check

Water Polo Saskatchewan offers a competitive salary commensurate with training and experience. We offer a compensation package that includes paid vacation, professional development and job flexibility.

Applications with resume and cover letter should be submitted no later than June 4, 2010 to:

Jymmi Kaye Demchuk, Executive Director, Water Polo Saskatchewan.

1860 Lorne Street

Regina, SK

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email [admin@wpsask.ca](mailto:admin@wpsask.ca)

Fax: (306) 780-9467

Website: [www.wpsask.ca](http://www.wpsask.ca)

Only those being actively considered for employment will be contacted