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JOB POSTING

MEET MANAGER WANTED

Dear Members, Clubs and Presidents:

Dive Ontario will be searching for a Meet Manager after the 2019/20 season. Our present Meet Manager has informed us that this will be his last season in his role. To make the transition as smooth as possible, Dive Ontario is looking for willing candidates to shadow the Meet Manager at 2/3 out of the 4 Dive Ontario sanctioned Meets this coming 2019/20 season. This will give the perspective candidate a very good idea on the workings of Meet Mgr. prior to, during and after the Meet.

Duties:

- Preparation of Meet Package with all required information pertaining to the host and host venue.
- Present Meet Package to Executive Director for approval, distribution to Clubs, and posting on website
- Accept registrations and input into ISS Meet Management system 2 weeks prior to Meet.
- Prepare Schedule of events as per number of registrations
- Setup equipment at each venue prior to start date.
- Coordinate all aspects of Meet Management during the event.
- Coordinate and ensure training of volunteers
- Ensure timeliness and efficiency for each event
- Communicate with ISS for updates, inefficiencies or errors in software
- Maintain equipment
- Maintain inventory of equipment and report requirements to Executive Director
- Prepare Results package within 7 days for distribution and posting on website.

Requirements:

- Knowledge of the sport of diving is an asset
- Knowledge of ISS Meet Management system is an asset
- Availability for 4 sanctioned Meets/year (December, March, May/June)
- Approx. 75 hours is required for each Meet
- Direct report to Executive Director
- IT knowledge is an asset
- Ability to work in a fast-paced environment, multitasking is imperative, excellent organizational skills and communication are all assets
- Must complete "Respect in Sport" to qualify.

Should you have an interest in the Meet Manager role and shadowing during this season, please email executivedirector@diveontario.com. Thank you for your consideration in joining our team.

Kathleen Murphy

Executive Director, Dive Ontario

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