

SASKWRESTLING

Saskatchewan Amateur Wrestling Association
510 Cynthia Street, Saskatoon, SK S7L 7K7
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saskwrestling@sasktel.net

Employment Opportunity

Saskatchewan Amateur Wrestling Association (SAWA) is inviting applications for the position of a full time Executive Director. The Association is the governing body for the amateur sport of wrestling in Saskatchewan and is administered by a volunteer board of directors.

The Executive Director is responsible for the administration, financial and operational management of the day to day operations of SAWA provincial office. This includes working with member clubs and partners to ensure that the sport of wrestling thrives in Saskatchewan.

Reporting to:

The Board of Directors (BOD) of the Saskatchewan Amateur Wrestling Association through the Executive Committee.

Working relationships:

Board of Directors

Member Clubs

SaskSport

Wrestling Canada Lutte

Regina High School Athletic Association

Saskatoon Secondary Schools Athletic Directorate

Saskatchewan High School Athletic Association

Saskatchewan Games Council

Aboriginal Sport Enhancement Program

Saskatchewan Coaches Association

Prime functions:

1. Administration

The Executive Director is responsible for managing the SAWA office and administering the programs, services and activities. Duties include, but not limited to the following:

- Daily operational of the office (board reports, filing, correspondence, banking, supplies, computer maintenance, etc.)
- Maintain ongoing communication with member clubs, volunteers and partners
- Coordinate annual registration and maintain the participants on the registration database.
- Maintain the update the website & social media channels.



2. Board Functions

The Executive Director will work in conjunction with the Board of Directors to ensure that Policies and Procedures are upheld. Duties include:

- Implement policies and procedures established by the Board
- Facilitate the Board to develop a strategic (3-5 year) plan.
- Facilitate the Board to review and develop policies and procedure, where necessary
- Assist the Board with the annual budget process
- Administer functions of the Board (minutes, photocopies, financials, etc)
- Carry out plans and the activities determined by the Board.

3. Financial Management

The Executive Director is responsible for managing the finances of the SAWA. Financial management duties include:

- Manage budget for programs
- Coordinate the yearly audit
- Ensure the book keeping services has updated material to produce accurate monthly statements
- Ongoing financial administration duties including: deposits, managing account payables and account receivables
- Identify and pursue any fundraising or sponsorship opportunities
- Maintain relationships with funding sources and prepare funding and grant proposals
- Ensure that all Sask Sport and Saskatchewan Lotteries Trust Fund reporting requirements are fulfilled and deadlines met. These include all Annual Funding, MAP and Categorical grant applications and follow-up reporting requirements.

4. Program Coordination

The Executive Director will work with the Board and volunteers to support wrestling programs that are provincial in scope. Duties include, but not limited to:

- Saskatchewan Games, Western Canada Games, Canada Games and North American Indigenous Games.
- Work with the management within those programs to ensure that policies are followed (i.e. scheduling, budgeting, logistics)
- Coordinate special events as recommended by the Board (i.e. provincial or national championships)
- Coordinate coach and official development opportunities

Desired Qualifications and Skills:

- Proven high level administration skills with attention to details
- Ability to handle multiple priorities in a busy office environment with periods of high volume
- High degree of resourcefulness and ability to work independently as well as a team setting
- A degree or diploma in Kinesiology studies or related education
- Excellent interpersonal, organizational and communication skills
- Experience with working with volunteers
- Proficient in macOS, Adobe, Microsoft Office and G Suite.

To apply please send your resume and cover letter no later than June 5th, 2020 to:

SAWA Hiring Committee

saskwrestling@sasktel.net

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