

AMATEUR SWIMMING ASSOCIATION OF JAMAICA

Job Vacancy

AQUATICS ADMINISTRATOR

The **Amateur Swimming Association** seeks to identify a strong and dynamic individual to fill the newly created vacancy of **Aquatics Administrator**, within the Association.

Reporting initially directly to the President, the ideal candidate should:

- Be Mature, Creative, Energetic and have excellent people skills.

The position will be a challenging one, therefore the candidate should be extremely organized and must be willing to think “outside the box” in creating opportunities and solving problems.

The Individual filling this role will be expected to:

1. Develop and implement aquatic programs geared towards increasing the appropriate facility’s usage and maximizing gate revenue.
2. Administer the SwimJamaica Learn To Swim Program.
3. Assist with the marketing and promotion of available aquatic programs to schools, businesses and the general public.
4. Administer the day-to-day operations of the National Stadium Pool.

Ideally the candidate will possess;

- Tertiary qualifications in Business with an emphasis in marketing.
- At least 2-3 years experience in an administrative capacity, and
- A strong affinity for sports, and sports administration.
- Excellent computer skills.

If you believe that you possess the necessary drive and skills for this position, then we invite you to submit your Resume by January 2, 2004 to:

Aquatics Administrator

C/O The Honorary Secretary
Amateur Swimming Association of Jamaica
P.O. Box 15,
Kingston 10

Or email us at asaj@cwjamaica.com