



Excellence, Integrity, Innovation, Collaboration

SUMMER STUDENT JOB POSTING

Archivist

Swim Alberta is inviting applications from student for the role of archivist. This is a summer contract position from 1 May - 31 August 2022. The successful candidate will catalogue Swim Alberta's historical documents. The position will work out of the Swim Alberta office, which is located at 11759 Groat Road in Edmonton.

Swim Alberta is the governing body for competitive swimming in the province of Alberta. We embrace employees who value excellence, integrity, innovation and collaboration and who believe strongly in our vision of "Every swimmer has the opportunity to reach their full potential" and our mission of Govern, Lead, and Support Competitive Swimming. The organization supports 50 year round swim clubs, 55 summer swim clubs, over 10,000 swimmers, 6000 officials and 700 coach members (pre-pandemic).

Core Responsibilities include:

1. Appraise materials
2. Preserving and cataloguing of Swim Alberta historical documents.
3. Determine the origin, importance, and condition
4. Create a maintenance plan for managing cataloguing future records

Required Skills:

- Analytical skills
- Organisational Skills
- Strong communication skills – written and verbal
- Problem solving
- Interpersonal skills
- Computer skills

Start Date: 1 May 2022 – Full time. This is a summer temporary position to 31 August 2022. In the event the archivist project is completed prior to the end of the contract, additional duties will be assigned to fulfil the contract.

Hours of Work: 35 hours per week; days/hours

Rate of Pay: \$18-\$20/hour depending on experience.

Please submit resumes electronically to: Val Carr, Member Services Manager at: val@swimalberta.ca.

DEADLINE FOR APPLICATIONS: Friday, 18 March 2022 4:00 pm or until a suitable candidate is found. While we thank all applicants for their interest, only those selected for an interview will be contacted.

References will be required by those invited for an interview.