



2019
Athletics Ontario Job Opportunity
Sport Administrator - multiple positions may be available
Canada Summer Jobs ("CSJ")

Position: Sport Administrator (8 week term minimum)

Application deadline: April 15, 2019

Start Dates: end of April, May, June 2019 (Tentative, may be flexible)

Athletics Ontario is looking to hire youth for limited-term (30-40 hours per week) employment. The successful candidate will assist in sport delivery including summer camps and activations, and administrative functions in the Provincial Sport Organization's (Athletics Ontario) head office. The Sport Administrator, will report to the Manager, Member Services, Programs & Development.

Athletics Ontario (AO) is a small but highly active, not-for-profit organization committed to supporting aspiring athletes in the sport of Athletics (track and field, cross country and roadrunning) as well as contributing to the health, fitness, social development and well being of all participants.

Tasks & Responsibilities: The students will be expected to provide administrative support to various staff in the appropriate functional area, including Provincial Championship Events, local and International events, High Performance Programs & Provincial Teams, special events, sports camps, annual awards gala and communications. The position will involve event management, volunteer recruitment and training, in addition to research, archiving of statistics, results and photographs, for the purpose of developing content for social media plans and creating historical data. The students will engage with community leaders, club managers, coaches, athletes and volunteers in the sport and recreation sector with the intent to connect them with the Athletics (Track & Field Community) for the purpose of increasing participation, talent identification and encouraging coaching education, professional development and volunteer opportunities. Some major events include the NCCWMA event taking place in Toronto July 18-21, which is an International Athletics (Track & Field) competition for athletes 40-100+ years of age, from North America, Central America and the Caribbean. Some roles for this event will include operations, set up, arranging materials including signage, day of event operations including Welcome Centre, volunteer management, medal ceremonies and other support services. Additional, Provincial Championships will be taking place June 15-16, June 22-23, July 12-14 and August 2-4.

Requirements and Qualifications: The successful candidates will have a sound knowledge of the sport of Athletics and will have experience in event management, sport administration and communication. They will have proven writing skills, will have a good working knowledge of Microsoft Office and Adobe, and will be able to work in an unsupervised environment. The successful candidate will be enrolled in a Degree program in Sport, Business/ Event Management, Fitness & Health Promotion, Recreation & Leisure Services from a recognized university or college. National Coaching Certification Program (NCCP) certification, in particular, Athletics Run Jump Throw Wheel, would be an asset. A background in the disciplines above would be useful in the delivery of Fundamental Movement Skills for young athlete participants. Human Kinetics, techniques and best-practices regarding instruction, communication, planning, strategy and marketing will provide a good foundation to be successful in this position.

Eligible Student Participants: To be eligible to participate in the CSJ initiative, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Location: While this project will be supervised by Athletics Ontario at: 3701 Danforth Avenue, Toronto, Ontario, M1N 2G2, some daytime, weekend and evening work may be required off-site, during AO Camps, Championship events and other functions.

Wage Rate: \$14.00 per hour

How To Apply: Resumes should be emailed to: office@athleticsontario.ca. The deadline for receiving resumes/applications is **April 15, 2019**. Only candidates selected for interviews will be contacted. Please identify the position in the subject line in your email.



Athletics Ontario gratefully acknowledges the Government of Canada
for the funding provided to support this job opportunity