



Athletics Ontario Job Opportunity – Assistant Coordinator (Sport) Canada Summer Jobs ("CSJ")

Position: Assistant Coordinator - Sport (8 week term)

Application deadline: May 14, 2015; Start Date: June 3, 2015

Athletics Ontario is looking for one (1) student for limited-term (30 hours per week for 8 weeks) employment. The successful candidate will assist in sport administrative functions in the Provincial Sport Organization's (Athletics Ontario) head office. The Assistant Coordinator (Sport) 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.

Canada Summer Jobs Summary: The student will assist in the coordination and delivery of grassroots programming for youth. Through engagement with community groups and clubs, the student will assist in promoting physical literacy within long-term athlete development models. The student will complete administrative tasks within the office setting, including the organization and development of a web-based "virtual hall of fame", using a content management system. He/she will locate, gather, and organize information using appropriate technology and information systems. This position supports youth involvement in recreation and sports in high needs communities. The student will get hands-on experience with a Provincial Sport Organizations' (PSO) delivery of major championship events and office administration.

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. He or she 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.

Degree program in Physical Health & Education from a recognized University. Fitness & Health Promotion, Sports Management, Recreation Leadership Degree or Diploma from a recognized 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;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*³; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Location: While this project will be supervised by Athletics Ontario at: 3 Concorde Gate, Suite 211, in Toronto, some daytime, weekend and evening work may be required off-site, during AO Championship events and functions.

Wage Rate: \$11.00 per hour

How To Apply: Resumes should be emailed to AO at office@athleticsontario.ca faxed to (416) 426-7358, or mailed to us at: 3 Concorde Gate, Suite 211, Toronto, Ontario, M3C 3N7. The deadline for receiving resumes/applications is **May 14, 2015**. Only candidates selected for interviews will be contacted.

**Athletics Ontario gratefully acknowledges the Government of Canada
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