



**2020**  
**Athletics Ontario Job Opportunity**  
**Sport Program Administrative Coordinators**  
**Canada Summer Jobs ("CSJ")**

**Position:** Sport Program Administrative Coordinators – 4 positions available (remote work option)

**Term:** Part-time: 17.5 hours per week for 16 weeks

**Application deadline:** Sunday August 9, 2020, **Start Dates:** August 2020 (Tentative)

Athletics Ontario is looking to hire four (4) youth for part-time (17.5 hours per week) employment. The successful candidate will assist in sport delivery including camps, activations, virtual programming and administrative functions in the Provincial Sport Organization's (Athletics Ontario) head office. The Sport Administrative Coordinators 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 assist in the planning, communication and delivery of virtual instruction of physical literacy programs, and provide administrative support to various staff in the appropriate functional area, including High Performance Programs & Provincial Teams, Provincial Championship Events, Coaching Education, special events, sports camps, annual awards gala and communications. The position may involve research, archiving of statistics, results and photographs, for the purpose of developing content for social media plans and creating historical data. As our programs are inclusive, the students will be trained to instruct children with various disabilities, as the program will be in close proximity to Variety Village which supports children of all abilities. 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.

**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 verbal and written communication skills, will have a good working knowledge of Microsoft Office and Adobe, will be able to work in an unsupervised environment, and be comfortable using Zoom or other video conferencing methods of communication. 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:** Due to COVID-19, these positions will be mostly remote in nature (some daytime, weekend and evening work may be required off-site, during Camps, Championship events and other functions). This project would normally be supervised by Athletics Ontario at: 3701 Danforth Avenue, Toronto, Ontario, M1N 2G2. A reliable laptop and reliable internet access will be necessary to carry out most of the tasks for this position.

**Wage Rate:** \$14.00 per hour

**How to Apply:** Resumes should be emailed to: [office@athleticsontario.ca](mailto:office@athleticsontario.ca). The deadline for receiving resumes/applications is **August 9, 2020**. Only candidates selected for interviews will be contacted. Please identify the position in the subject line in your email.

*Athletics Ontario is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. Athletics Ontario is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*



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