



**2021
Athletics Ontario Job Opportunity
Canada Summer Jobs ("CSJ")**

Position: Database Administrator – 2 positions available

Term: Full-time: Approximately 35 hours per week for 16 weeks

Application deadline: Sunday May 16, 2021 Tentative Start/End Dates: June 7 to September 26, 2021

Athletics Ontario is looking to hire two (2) youth for full-time or part-time (limited term) employment. The successful candidates will assist in sport delivery including camps, Try-It events, activations, virtual programming and administrative functions in the Provincial Sport Organization's (Athletics Ontario) head office.

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:

Due to COVID-19, components of this position may be delivered remotely. Activities include data entry, ensuring our databases are up to date with the most recent performance results and other statistics from our competitions and membership while ensuring that they are consistent between multiple web and app platforms. They will work with our technical manager to support events and will digitize and manually input data stored in hard copy formats. Providing technical assistance and sharing of information to staff in preparation before, during, and after events.

Requirements and Qualifications: The successful candidates will have a sound knowledge of the sport of Athletics and will have experience or post-secondary education 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 Google applications, 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 may be partially remote in nature (some daytime, weekend and evening work may be required off-site, during Camps, Championship events and other functions). This project may operate at the Athletics Ontario office at 3701 Danforth Avenue, Toronto, Ontario, M1N 2G2. A reliable laptop and reliable internet access will be necessary to carry out tasks for this position.

Wage Rate: \$14.25 per hour

How to Apply: The deadline for receiving resumes/applications is **May 16, 2021**. Submit your application online at: <https://athleticsontario.ca/canada-summer-jobs-application-2021/> or email your resume to: office@athleticsontario.ca. Please identify the position in the subject line in your email. Athletics Ontario thanks all who express an interest in this position and advises that only those selected for interviews will be contacted.

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
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