



Position: Sports Coordinator
(Up to 6 positions available)

Term: 35 hours/week for 8-10 weeks

Application deadline: April 30, 2024 or until filled

Start Date: June 10, 2024 | End Date: August 4-18, 2024

Athletics Ontario (AO), the Provincial Sports Organization (PSO) for Athletics is looking to hire up to six (6) youth for full-time (limited-term) employment as Coordinators, Sports Programs (Sports & Recreation). Successful candidates will assist in the delivery of AO programs and services as well as administrative functions with the AO head office.

Tasks and Responsibilities

The Sports Coordinators will be expected to coordinate and mobilize teams of administrators, volunteers, event staff and media teams for High Performance Programs & Provincial Teams, Provincial Championship Events, special events, sports camps, annual awards gala and communications. The primary goal will be to assist in the delivery of weekly sports events for children, youth, seniors, and volunteers. Major events to be supported include the Canada Summer Games Team Ontario support, Ontario Summer Games Team support, Ontario ParaSport Games team support, and Ontario Championships. Tasks will include an inventory of equipment, coordinating logistics for supplies, equipment, events set-up, hospitality, customer service and event planning. The position may also 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. 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 including training and scheduling. Promotion of existing road and trail races, and athletes in Ontario, recruiting new road and trail races (and athletes) into Athletics Ontario's membership database, Coordination of existing Athletics Ontario Ambassadors, Database coordination, Maintenance of Road & Trail Newsletter to database, and social media channels at skills will the participant develop during this placement.

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. The youth 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, along with First Aid/CPR, 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.

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

- be between 15 and 30 years of age at the start of their 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 their 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: 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, or at events, communities and schools within the Greater Toronto Area. A reliable laptop and reliable internet access will be necessary to carry out tasks for this position.

Wage Rate: \$20.00/hour

How to Apply: The deadline for receiving resumes/applications is **April 30, 2024 or until filled**. You can submit your application online at <https://athleticsontario.ca/category/jobs/> or e-mail to office@athleticsontario.ca. Please identify the desired position in the subject line. Athletics Ontario thanks all who express an interest in this position. Only, those selected for interviews will be contacted.

Athletics Ontario (AO) is a small, highly active not-for-profit organization committed to supporting athletes in the sport of Athletics (track and field, cross country and, road and trail running) – and contributing to the health, fitness, social development, and well-being of all participants. AO is committed to diversity and inclusivity in employment and invites applications from qualified individuals of diverse backgrounds. AO is committed to providing accommodations for people with disabilities; if you require an accommodation, we will work with you to meet your needs.



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