



Position: Sports & Recreation Leaders
(Up to 12 positions available)

Term: 35 hours/week for 8 weeks

Application deadline: April 30, 2024 or until filled

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

Athletics Ontario is looking to hire up to ten (10) youth for full-time (limited term) employment. The successful candidates will assist in sport delivery including camps, sport events, Try-It events, activations, virtual programming and administrative functions in the Provincial Sport Organization's (Athletics Ontario) head office.

Tasks & Responsibilities: The students will be expected to provide administrative support to various staff in the appropriate functional area, including 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 include Ontario Championship events and local events. The position will 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, supporting Athletics Ontario Ambassadors, Database coordination, Maintenance of Road & Trail newsletter to database, and social media Channels.

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. High school students are also welcome to apply. 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, 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: 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: \$16.55 per hour

How to Apply: The deadline for receiving resumes/applications is **April 30, 2024 or until filled**. Submit your application online at: <https://athleticsontario.ca/category/jobs/> 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 (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.

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

