



SUMMER EMPLOYMENT OPPORTUNITY – PROGRAM COORDINATOR

Judo Ontario (JO) is the Provincial Sporting Organization (PSO) for Judo in Ontario. Judo provides services and programs to their clubs and members in 6 regions across Ontario. Judo Ontario is a leader in High performance Judo in Canada and is committed to deliver quality programming to our members and clubs.

The Judo Ontario Program Coordinator will engage in the day-to-day operations of Judo Ontario, contributing to the development of programming for athletes, coaches and officials. The employee will have the opportunity to communicate directly with Board Members, clubs, members and stakeholders as they help to execute on the organization's strategic objectives. Depending on the skillset of the successful applicant, the role could involve supporting the marketing and communications through email, social media channels and the website, supporting the staff and coaches in day-to-day planning and coordination of programs and supporting the Board of Directors ongoing work and year-end reporting for the AGM and Awards.

Funding for this position is provided by the Ministry of Sport through the Summer Employment Opportunities Program. All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment.

Job Duties:

- Maintain and update the organization's website with current information, events, and announcements.
- Support the planning and prep for the Ontario Open and other Judo Ontario events.
- Assist in the collection and posting of event results.
- Manage event equipment setup, organization and storage
- Coordinate awards ceremony and assist in preparing materials for the event.
- Provide general administrative and operational support as needed.

Eligibility Requirements and Qualifications:

- Experience in sport is essential, experience in Judo is an asset
- Experience in sport management or graphic design would be an asset
- Students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 upon commencement of employment
- Available to work at the Judo Ontario office (Toronto Pan Am Sports Centre)
- Current residents of Ontario and eligible to work in Canada

Application Deadline: Friday, May 23rd

Start Date: June 16th (start date is flexible, but must be before July 22nd)

Direct Supervisor: James Cunningham, Executive Director

How To Apply: Submit a resume by e-mail to executivedirector@judoontario.ca

Salary: \$18-20 per hour, depending on qualifications and experience

Term: part time, contract – 220hrs (completed by Sept 1st)

Place of Employment: Toronto Pan Am Sports Centre (TPASC), 875 Morningside Avenue, Toronto, Ontario, Canada