

## **Sport Coordinator – Intern**

**Reports To:** Business Manager

**Location:** Mattamy National Cycling Centre, Milton, ON (in-person with occasional travel)

**Position Type:** Internship (3–4 months, full-time)

**Honorarium:** Based on performance at end of term

### **Organizational Overview**

Ontario Cycling (OC) is the recognized authority by Cycling Canada on all aspects of cycling in Ontario, including Mountain Bike, Cyclocross, Para-Cycling, Road, Track, and BMX. OC staff and interns support the achievement of long-term vision and annual targets, while working within the policies of a volunteer Board of Directors.

This internship is a unique opportunity for a student or emerging sport leader to gain hands-on experience across **multiple departments** within a Provincial Territorial Sport Organization (PTSO). The Sport Coordinator (Intern) role offers a well-rounded perspective and practical skills in sport administration, events, marketing, and member services.

### **Role Overview**

The Sport Coordinator Intern will provide **multi-departmental support**, contributing to projects in youth programming, membership engagement, event delivery, and communications. This role is designed to be immersive and educational, giving the intern exposure to the operational, administrative, and promotional aspects of a PTSO.

### **Core Responsibilities**

#### **Event & Operations Support**

- Assist with logistics and delivery at OC-sanctioned events (e.g., Ontario Cups, Youth Series, Provincials).
- Support registration data checks, results posting, and participant survey collection.
- Act as an OC representative and ambassador on event days (may include weekends).

#### **Membership & Engagement**

- Support database management and troubleshooting of registration/licensing systems.
- Assist with member inquiries and communication (including monitoring general inboxes).

- Help track and compile membership data, survey responses, and trend reports.

### **Youth & Sport Development**

- Support planning and promotion of youth development initiatives.
- Assist with outreach and communication to clubs, teams, and community partners.
- Help create resources or materials for youth programming, safe sport, and inclusivity.
- Assist with collection and reporting of athlete performance data and trends
- Assist with Ontario Track Academy and Performance Athlete programming

### **Communications**

- Contribute to content creation for social media, newsletters, and website.
- Assist with event-day media coverage (photography, posts, stories).
- Track analytics across multiple platforms and provide input on engagement strategies.

### **General Administrative Support**

- Assist with phone calls, filing, data entry, and resource management.
- Contribute to cross-departmental projects and provide “all-hands” support where needed.

### **Qualifications**

- Current post-secondary student in Sport Management, Recreation, Marketing, Event Management, or a related field.
- Strong organizational and communication skills.
- Ability to balance multiple tasks and meet deadlines.
- Comfort with Microsoft Office Suite; familiarity with Canva, Adobe, or social media tools is an asset.
- Willingness to work some weekends (with time off provided in lieu).
- Knowledge of cycling and the Canadian amateur sport system is an asset but not required.
- Creative, adaptable, and eager to learn in a dynamic environment.

### **Learning Outcomes**

By the end of the internship, the Sport Coordinator will:

- Gain practical experience in sport event management, athlete development and member services.
- Understand how a Provincial Territorial Sport Organization operates across multiple functional areas.

- Develop skills in communications, community relations, data analytics and sport administration.
- Build a strong network within the Ontario sport community.