



## **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.

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:**

- Updating the website, preparing email communications and posts for social media
- Preparing materials for regular Board of Directors meetings and the AGM
- Preparing event registrations, and completing post-event surveys
- Reviewing safe sport compliance, including coach certifications and background screening
- Supporting travel planning for the RTC/HP programs

### **Eligibility Requirements and Qualifications:**

- Experience in sport is essential, experience in Judo is an asset
- Experience in sport management, graphic design, social media/marketing 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 24<sup>th</sup>

**Start Date:** June 10<sup>th</sup> (start date is flexible, but must be before July 22<sup>nd</sup>)

**Direct Supervisor:** James Cunningham, Executive Director

**How To Apply:** Submit a resume by e-mail to [executivedirector@judoontario.ca](mailto:executivedirector@judoontario.ca)

**Salary:** \$17-20 per hour, depending on qualifications and experience

**Term:** part time, contract – 232hrs (completed by Sept 2<sup>nd</sup>)

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