



MEMBER SERVICES COORDINATOR

Judo Ontario (JO) is the Provincial Sporting Organization (PSO) for Judo in Ontario. Judo Ontario 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.

Reporting to the Executive Director and working closely with the Sport Director, the Member Services Coordinator will engage in the day-to-day operations of Judo Ontario, contributing to the efficient management of the organization and delivery of programs and services to athletes, coaches and officials. This is a part time contract position, with flexible work hours and the option of hybrid working. There is also potential to expand the position depending on the qualifications of the successful candidate, particularly in the area of communications and social media.

Job Duties:

- Handle membership inquiries, including questions, payments and sending black books.
- Support the VP Finance and Sport Director in day to day financial management, prepare invoices, processing payments and mailing cheques.
- Manage the Trackie platform, including preparing forms and creating reports as needed.
- Support the Executive Director in the preparation of reports and materials for projects such as the AGM reports, awards ceremonies, and grant applications/reports.
- Support the Sport Director in the administration of event sanctioning, grading, referee, and kata committees.
- Coordinate clothing orders, including purchasing, inventory, and shipping.
- Manage the inventory, organization, and delivery/return of Judo Ontario event equipment.
- Provide support to major events hosted by Judo Ontario.

Knowledge, Skills, and Abilities:

- Completion of a university or college diploma or an acceptable equivalent combination of education and experience.
- Demonstrated excellent interpersonal, oral, and written communication and organizational skills.
- Ability to work independently with attention to detail.
- Computer skills (i.e. Microsoft Office, Google suite, etc)
- Experience in sport is desired, experience in Judo is an asset.
- Experience in sport management, graphic design, social media/marketing would be an asset.
- Availability to travel and work occasional weekends for events.
- Availability to work at the Judo Ontario office (Toronto Pan Am Sports Centre).

Application Deadline: Friday, May 24th, 2024

Start Date: June 10th (TBD with successful candidate)

Direct Supervisor: Executive Director

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

Salary: \$18-22 per hour, depending on qualifications and experience

Term: part time, contract – 16hrs/week (potential to expand depending on candidate qualifications)

Place of Employment: Hybrid option available, with office location at the Toronto Pan Am Sports Centre (TPASC), 875 Morningside Avenue, Scarborough, Ontario