



## **Job Description: Summer Student**

### **Coordinator - Sport Program Administrator**

#### **Description:**

Reporting to the Business Manager and Event Operations Manager, the Sport Program Administrator is responsible for the delivery and support of cycling events identified in the Ontario Cycling events strategy. The responsibilities will include direct support at various events across Ontario, logistics, monitoring and reporting of sanctioned events and activities, ensuring events are run within the sanction and rules parameters of the sport.

The position is based full-time at the Mattamy National Cycling Centre Velodrome in Milton, Ontario. Members are competitive and recreational cyclists between the ages of 5 and 80.

#### **Organizational Scope:**

Ontario Cycling (OC) is the recognized authority by Cycling Canada on all aspects of cycling in Ontario including Mountain Bike, Para-Cycling, Road, Track, and BMX. All staff are employed by OC to facilitate achievement of its long-term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

OC receives financial contributions from the provincial government and other agencies, organizations, and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities, and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. OC staff are responsible for the management and administration of the association's finances and providing of administrative support to all association activity.

### **Core Responsibilities:**

- ◇ Act as an OC representative and brand ambassador at cycling events held on various days of the week, including Saturdays and Sundays, across Ontario
- ◇ Assist in organizing OC events for MTB, Road, CX and day of support
- ◇ Communicate with event organizers ensuring compliance, leading the collection, and vetting of registration data, addressing concerns throughout the planning and execution of sanctioned events
- ◇ Assist in tracking, processing, and fulfilling information inquiries received from OC members, organizers, and others.
- ◇ Assist the Marketing & Communications Specialist in the analyzing and compiling of social media reports.
- ◇ Supporting the Marketing & Communications Specialist on day of event social media coverage
- ◇ Lead the tracking and analysis of the Ontario Youth Series, Ontario Cup statistics and participant surveys
- ◇ Create and publish event reports following each event attended.
- ◇ Assist with various administrative tasks including but not limited to, answering phones, filing, processing resource orders, and other duties as required
- ◇ Assist OC event staff to insure all COVID protocols laid out for event being met

### **Qualifications:**

- ◇ Post-secondary education in sport/recreation management, event hosting, recreation, or another applicable related field
- ◇ Ability to operate under a flexible schedule, willingness to work some weekends in exchange for time off during the regular work week
- ◇ Access to a vehicle and valid driver's license
- ◇ Knowledge/experience of Provincial Sport Organizations is considered an asset
- ◇ Proficient in all Microsoft applications
- ◇ Strong communication skills (written/oral)



- ◇ Ability to multi-task in a fast-paced environment and work across multiple departments
- ◇ Self-motivated and accountable for results; takes initiative and ownership of tasks
- ◇ Superior organizational skills in planning and completing projects within set deadlines; high attention to detail and accuracy
- ◇ Demonstrated member focus. Ability to anticipate member's needs and proactively search for solutions to ensure expectations are met and exceeded
- ◇ Current, clear criminal record check for the vulnerable sector required
- ◇ Valid Driver's License in good standing

**Position Type:**

Full Time Contract (35 hours / week)

Timeframe: 8-week position

Location: Mattamy National Cycling Centre, Milton, Ontario