

# Ontario Speed Skating Association

## STUDENT PROGRAM COORDINATOR

### POSITION DESCRIPTION

The Student Program Coordinator (SP Coordinator) will be responsible for providing operational support for the Student Program funded by the Government of Ontario's Ministry of Health Promotion Sport for More Program. The SP Coordinator will oversee the delivery of support materials, equipment and program guidelines. Duties include the general administration, development and support of the Sport for More Program and such other duties as may be assigned from time to time.

This will be a full time position over a six month contract from September 20, 2010 to March 25, 2011, with potential for extension. The SP Coordinator reports to the Association's Executive Director and will operate out of the Ontario Speed Skating Association office in Lakefield, Ontario.

### KEY ACTIVITIES

Is responsible for the Student Skating Program by:

- Continuing the implementation of the Sport for More Program's Student Speed Skating Program
- Maintaining an accurate inventory of program equipment, including location details.
- Procuring new equipment as needed for the 2010-2011 season.
- Updating existing, or creating new, marketing and support materials for participating clubs.
- Recruiting new clubs to the program and retaining clubs that participated in the 2009-2010 season.
- Completing or contributing to, as applicable, various Provincial funding applications, reports and programs related to the current Student Program and its continuation.

### QUALIFICATIONS

- An undergraduate degree or diploma or in the process of obtaining such a degree.
- Excellent team player with strong organizational and interpersonal skills.
- Proficiency in various software applications, including Microsoft Windows and Office.
- Self started with the ability to prioritize tasks and work well under the pressure of deadlines.
- Willingness to travel throughout the Province of Ontario.
- Speed Skating experience preferred.
- Coaching and/or officiating certification in the sport of speed skating preferred.

### RENUMERATION

Salary will be commensurate with experience and qualifications of the successful applicant and competitive with sport technical positions of similar responsibilities and expectations.

### APPLICATION

Please send your resume and covering letter by August 31, 2010 to:

Ontario Speed Skating Association, PO Box 1179, 2 Queen Street, 2<sup>nd</sup> Floor, Lakefield ON K0L 2H0  
Email: [careers@speedskatingontario.org](mailto:careers@speedskatingontario.org) | Phone: 705-652-9490 | Fax: 705-652-1227

Each application will be acknowledged.