



Job Summary

The Ottawa Sport Council (OSC) is a non-profit organization dedicated to representing sport in the nation's capital. We strive to create and nurture sport environments that everyone can enjoy, regardless of age, gender, ethnicity, culture, income-level and ability. As an advocate of sport, we strive to educate, connect, advocate and support community sport in Ottawa. For more information visit <http://sportottawa.ca>

In support of one of the Ottawa Sport Council's (OSC) mandates to help make local sport more accessible, we are pleased to be launching the Rideau-Vanier ward's first ever multi-sport after school program.

In partnership with the Ottawa Carleton Ultimate Association (OCUA) and Ottawa Internationals Soccer Club (OISC), this program will enable youth ages 10-11 to enjoy sports' benefits in an underserved area.

OSC is seeking a dynamic, highly-organized, **part time Program Coordinator** with a passion for community sport to join our team from **October 2018 to July 2019** to lead the implementation of this exciting new program. This role will work closely with the OSC's Executive Director to ensure the program's successful delivery.

Key Responsibilities

- Schedule development and management
- Registration promotional material development
- Participant registration
- Liaison with school and facility staff, parents, and participants
- Instructor management
- Program delivery support
- Program feedback and evaluation support

Work and Educational Requirements

- Experience as a coordinator or relevant position
- Experience supervising/leading staff
- Experience with youth and diverse populations
- Ability to communicate in both official languages is an asset
- Must submit a clear Vulnerable Sector Check
- Degree in Child and Youth Care, Recreation or related field, or equivalent education/work experience

Skills and Competencies

- Strong organizational and project management skills
- Superior attention to detail

- Strong leadership, team-oriented, and customer service skills
- Ability work in a self-directed manner with minimal supervision
- Proficiency in MS Office Suite

Compensation

- \$25.00 per hour

Employment Duration and Location

- October 2018-July 2019
- Average of 20 hours per week; hours may vary weekly based on program requirements
- Work will be conducted from your home office and the House of Sport (RA Centre), and onsite in participating schools in the Rideau Vanier ward during program hours.

Application

To apply, **please email your resume and a cover letter highlighting your fit for the role by September 19, 2018** to Marcia Morris, Executive Director, Ottawa Sport Council, marci@sportottawa.ca.

All applications will receive consideration however only those selected for an interview will receive a reply. Interviews will commence September 24, 2018.

OSC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.

OSC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.