



SUMMER PROGRAM COORDINATOR – 2016

JOB DESCRIPTION

ParaSport Ontario (PO) is a not-for-profit provincial sport organization that provides leadership, resources and opportunities to ensure a strong community for persons with a disability in the Ontario sport and recreation community.

Our key initiatives include: providing provincial multi-sport competitions in collaboration with our member and partner organizations; the delivery of Ready, Willing and Able (RWA), a community outreach program; an Equipment Loan Program; para-coaching programs; school programs; providing parallel opportunities in sport for persons with a disability and supporting and promoting the Paralympic movement.

The Summer Program Coordinator will assist ParaSport Ontario staff with a number of activities during the summer months. Responsibilities will include, but are not limited to: providing assistance for the Ready Willing & Able program (including coordination and delivery of introductory sport sessions); assisting with the Equipment Loan Program; doing background research on specific disabilities to create modules specific to different disability groups to assist para-coaches; assisting with ParaSport Ontario fundraising/awareness events; updating office resources; maintaining & updating website; producing newsletters; assisting with the production of ParaSport Ontario's annual magazine; providing administrative assistance for Provincial Games; other administrative duties as required.

ROLES & RESPONSIBILITIES

Ready Willing & Able (RWA) & Equipment Loan Program

- Promote RWA to potential host organizations (including schools, rehabilitation centres, communities, etc.)
- Attend & assist in the delivery of RWA within Central Ontario
- Follow up with program participants to encourage & support further involvement in parasports
- Create a database of participants
- Assist with the distribution of adaptive equipment to schools, organizations, etc., for instructional purposes; coordinate delivery of equipment with equipment van driver; provide quotes for rental of equipment

Research

- Research Foundations for Grants that ParaSport Ontario can apply for and prepare the applications for submission
- Provide support for a background research of specific disabilities to create modules specific to different disability groups for para-coaches
- Research potential sponsors and create a database

Fundraising

- Assist the Executive Director with fundraising efforts to elicit donations for ParaSport Ontario events and other fundraising initiatives

Newsletter, Annual Magazine & Website

- Assist with the production of the ParaSport Ontario newsletter and the Annual Magazine
- Assist with updating & developing the ParaSport Ontario website

Enhanced Competitive Opportunities & Provincial Games

- Support Program Coordinator and Executive Director on Games-related issues

Miscellaneous

- Various administrative duties, as required
- Assisting with new projects as they are approved

SKILLS REQUIRED

- Ability to work independently and as a team member in an office environment
- Ability to multi-task & prioritize tasks
- Knowledge of the amateur sport community in Ontario
- Knowledge of disability sports and/or the Paralympic movement
- Strong computer skills – including Microsoft Office
- Excellent English oral and written communication skills
- Professional and friendly telephone, e-mail and in-person communication skills
- Willingness to attend events/meetings on some evenings & weekends
- Valid driver's licence & own vehicle an asset

TERM

Starting Date: Immediate

Salary: \$11.25 per hour (40 hours per week)

NOTE: Must be a full-time returning student to be eligible

Interested applicants should submit a cover letter & resume no later than Monday, June 13, 2016 at 4:30pm to: info@parasportontario.ca

ParaSport Ontario is an equal opportunity employer

We thank all applicants for their interest.
However, only those selected for an interview will be contacted.