



ATHLETICS / ATHLÉTISME

Suite 404 - 2446 Bank Street
Ottawa, Ontario, Canada K1V 1A8

www.ottawalions.com

Application Deadline: Ongoing

Position: Timing Assistant

Job Description:

The Ottawa Lions Timing Team is seeking 1-2 timing assistants to join on a part-time basis. The position potentially offers 15+ weeks of part-time employment in Ottawa, and the surrounding areas by providing timing services to club, high school and elementary school events. Duties of the Timing Assistant include: entry management, efficient capture and compilation of results, providing on site set up and tear down of timing system, and management of clients and meet directors. Timing crews must be adaptable in a fast-paced work environment and cope well under stressful scenarios.

Qualifications:

The position is open to senior high school, university or college students or graduates with a preference for those looking to or currently studying kinesiology, physical education, sports management or recreation. Candidates with experience and background in track and field is beneficial, knowledge of French and English will be beneficial. Experience with computers and software such as excel, word, Hy-Tek, and familiarity with trackiereg.ca will also be considered an asset. Must be willing to work evening hours and on weekends. Having a vehicle is an asset.

Type of Position: Part-time/commission

Compensation: \$14.00 - \$16.00/hour based on experience

Contact Information:

Richard Johnston
Ottawa Lions Track and Field Club
Phone : 613-247-4886
E-mail: rjohnston@ottawalions.com