



Position:

Spring/Summer Timing Assistant

Position Type:

Part-Time

Application Deadline:

Ongoing

Job Description:

The Ottawa Lions Timing Team is seeking 2-3 timing assistants to join on a part-time basis over the months of April-August (with full time hours during May and June). The position offers the potential of 12+ weeks of part-time employment with the potential to carry into subsequent years.

The assistant is responsible for providing timing services for club, high school, elementary school and private events primarily taking place in Ottawa. At times, job assignments will require transportation to towns in Eastern Ontario (Brockville, Kingston, Petawawa etc).

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, management of clients and meet directors. Members of the timing crew must be adaptable in a fast-paced work environment and cope well under stressful scenarios and tight deadlines.

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, French and English communication is an asset. 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.

Compensation: \$17.00/hour based on experience

Contact Information:

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Ottawa Lions Track and Field Club

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