



Position: Track and Field Event Coordinator

Type: Part-time

Deadline: April 14th, 2025

Interviews: April 16th-17th, 2025

Employment Start: April 24th, 2025

Employment End: August 14th, 2025

Job Description:

The Ottawa Lions Track and Field Club is seeking an individual to assist the club with event management for the various home meets we host in the spring, summer, and fall of 2024. The position offers 14 weeks of work in Ottawa, Ontario with the Ottawa Lions Track and Field Club (with the potential for more). The candidate who is selected for this position will assist the Club Director with the day-to-day operations that includes but is not limited to equipment and events management, promotion of events and volunteer coordination. This position will allow the Ottawa Lions to continue growing the sport of Track and Field on the local, Provincial, National and even International level.

The candidate will have a passion for both community development and the sport of athletics. The care, creativity and energy they bring to the position will have a lasting impact on the community.

As with all staff, there will be an aspect of volunteerism to contribute to our sport outside of work hours. This will consist of but not limited to event management and coach mentorship. This position will require the employee to work off site and be able to transport equipment to the locations.

Qualifications:

The position is open to current university or college students or graduates with a preference for those in the field of kinesiology, physical education, sports management or recreation.

Candidates should demonstrate some experience and background in track and field, basic knowledge of Microsoft Office platforms, written and verbal understanding of French and

English, experience working with children ages 6-16. Candidates with experience or training in marketing and sports promotion are preferred.

Candidates will require a G licence and access to a vehicle for programming off-site.

Candidates must be certified, or in the process of completing RJTW certification (sport and club coach certifications are beneficial). Candidates must provide a valid Police Check, NCCP Safe Sport, NCCP Making Ethical Decision, Respect in Sport and Workplace (the latter offered by the Ottawa Lions Track and Field Club).

This position is partially supported by Canada Summer Jobs program.

Compensation: \$16.55-18.05 based on experience.

Contact Information:

Richard Johnston - Director | Head Coach Ottawa

Lions Track and Field Club

Phone: 613-247-4886

Email: rjohnston@ottawalions.com

Suite 404 - 2446 Bank Street
Ottawa, Ontario, Canada K1V 1A8
www.ottawalions.com