



Canada Summer Jobs Program Employment Opportunity



GYMNASTICS ONTARIO

Administrative Assistant (Temporary)

Gymnastics Ontario is a provincial sport governing body with approximately 95,000 members participating in recreational and competitive programs in Men's and Women's Artistic Gymnastics, Rhythmic Gymnastics, Trampoline, Tumbling and Aerobic Gymnastics.

Based at the Federation's office in the Sport Alliance Building in Toronto, the successful candidate will report to the Operations Manager. The candidate will have excellent communication, interpersonal and organizational skills and be committed to working within a dynamic and team oriented environment. **This is a temporary position, 35 hours per week, from July 12th to August 27th, 2010** as part of Canada's Summer Work Experience Program. Some evening and weekend work may be involved.

Specific duties include:

- Assist as required in the development of specific programs for athletes, coaches, and judges
- Assist in the administration of specific events, such as Champion's Day, judges' courses, etc.
- Assist with general communication to members via email, website, flyers, newsletters, surveys, etc.
- Assist with the development of the volunteer and high performance athlete database records
- Database entry and reconciliation
- General office duties as assigned, including temporary relief for employees on vacation

Preferred Competencies and Skills:

- Post secondary education in an administrative, business, or sports-related field, or equivalent combination of training and working experience
- Computer experience - Excel, Publisher, PowerPoint, Access, Word, Outlook
- Experience in an office environment, event management, customer service
- Language skills: proficiency in English, French is an asset
- A self starter, with the ability to work independently and as part of a team
- Background and knowledge in the sport of gymnastics is an asset

Student Applicant Eligibility:

To be eligible to participate in the Summer Work Experience Program, applicants must:

- Be between 15 and 30 years of age at the start of employment;
- Have been registered as full-time students in the previous academic year, and intend to return to school on a full-time basis in the next academic year;
- Be Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the *Immigration and Refugee protection Act; and
- Be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Salary:

- Dependant upon qualifications and work experience.
- Underground Parking is included

Interested applicants should submit a letter including their salary expectations and a résumé, in confidence, no later than **Friday, July 9, 2010** to:

Gymnastics Ontario, Operations Manager
3 Concorde Gate, Suite 214 Toronto, ON M3C 3N7
Fax:(416) 426-7097 email operations@ogf.com

Receipt of all applications will be acknowledged via email (if email address is provided).

Only those candidates selected for an interview will be contacted further.

Gymnastics Ontario is an equal opportunity employer, and we thank all applicants in advance.

Canada Summer Jobs is an initiative of the Summer Work Experience program. It provides funding for not-for-profit organizations, public-sector employers, and small businesses with 50 or fewer employees to create high-quality summer job opportunities for students between the ages of 15 and 30.