



Job Posting

Summer Employment

Position Title: Program Assistant, Wheelchair Sports

The Ontario Wheelchair Sports Association (OWSA) is seeking a dedicated, outgoing and motivated individual who is interested in pursuing a career in disability sport or the not-for-profit sector. This position will appeal to students in a Sports Management Program or a Kinesiology Program. Those interested in pursuing a career as an Occupational Therapist or Physiotherapist may also be interested in this opportunity.

Job Summary:

The Program Assistant will assist with our Bridging the Gap Program and our Enabling Change Program. Bridging the Gap (BTG) is our education and outreach program that introduces people to wheelchair sports while Enabling Change (EC) educates people on the importance of creating accessible private and public spaces. The Program Assistant will attend 'Have a Go' days to introduce athletes with a disability and able-bodied athletes to wheelchair sports such as wheelchair basketball, wheelchair rugby and wheelchair tennis. Assisting with events, fundraisers and programs will also be required.

Key Responsibilities:

- Assist in running successful "Have A Go" sessions at rehabilitation hospitals, schools, camps and community events. Assist and encourage participants to try specific skills associated with each sport.
- Become versed in the rules of wheelchair basketball, wheelchair rugby and wheelchair tennis and the equipment required to participate in our sports.
- Update information about OWSA affiliated clubs and programs across Ontario.
- Update the current database of rehabilitation hospitals and ensure that the contact information for the recreation therapist is up to date.
- Actively promote the OWSA brand and events on social media platforms.
- Assist in creating promotional material for upcoming events and programs.
- Assist in developing ideas for new programs across the province.
- Assist in sport program creation, development and maintenance.
- Assist with the transportation of sports equipment to "Have A Go" days
- Assist office staff with additional tasks as required.
- Report to the Bridging the Gap Provincial Coordinator and the Enabling Change Program Manager.

Qualifications:

- An understanding of sports and desire to work in a sport related field.
- A desire to work with people with a physical disability.
- Strong team skills along with ability to work independently.
- Excellent Interpersonal and communication skills.
- Excellent written and verbal communication skills.
- Strong computer skills, i.e. Excel, Word etc.
- Organizational skills and ability to manage deadlines.
- Positive, outgoing and relatable personality.
- Provide police check upon hiring
- Ability to lift equipment such as sport wheelchairs for transportation to events.
- Marketing experience and knowledge of social media platforms is an asset.
- Access to a vehicle is an asset.
- Knowledge of wheelchair basketball, wheelchair rugby, wheelchair tennis or wheelchair athletics is an asset.
- Flexible schedule as programs occasionally run in the evenings and on weekends.

Eligibility:

- Applicants must have been a full time student in 2015-16 and plan to return to school full time for the 2016-17 academic year.
- Must be a Canadian citizen or permanent resident or a person to whom refugee protection has been conferred under the Immigration & Refugee Protection Act.
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation or regulations.

Remuneration:

This position is supported by the Canada Summer Jobs Program and will pay a wage of \$11.25/hour.

Duration:

The term of employment will run from June 6th, 2016 - August 26th, 2016.

Application must be submitted by May 24th, 2016.

Interested candidates can submit a resume and cover letter via e-mail or fax to:

Ontario Wheelchair Sports Association

info@owsa.ca

Fax: 416 426 7361

We appreciate the interest of all applicants however, only those selected for an interview will be contacted.

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