

# EMPLOYMENT OPPORTUNITY



<b>JOB TITLE:</b> Competitions & Development Coordinator	<b>LOCATION:</b> Home Office ( <i>Northern Ontario preferred</i> )
<b>START DATE:</b> October, 2021	<b>END DATE:</b> April 28, 2023
<b>COMMITMENT:</b> Full Time (40 hours/week) <i>evening and weekend work common</i>	<b>SALARY:</b> \$40K to \$45K (annually) <i>(+ phone &amp; internet allowance)</i>

## ABOUT CURLING IN ONTARIO

This is a shared position between the Ontario Curling Council (OCC) and Northern Ontario Curling Association (NOCA). OCC is recognized by the Ministry of Sport as the official Provincial Sport Organization for the sport of Curling in the province of Ontario while NOCA is both a member of OCC and recognized as the official Member Association of Curling Canada tasked with governing the sport of Curling in Northern Ontario.

Together OCC and NOCA aspire to promote and develop curling as a recreational and competitive sport in the communities served by their member clubs and facilities.

As a contributor to this dynamic team, the successful candidate will be responsible for keeping the two governing bodies highly organized in the delivery of numerous programs and events.

## TASKS & RESPONSIBILITIES

### COMPETITIONS:

- Maintain online registration system
- Verify prerequisites (club affiliation, residency, age, coach certification, etc.)
- Reply to all competition related correspondences
- Work with Competitions Committee to develop annual competitions schedule and host region rotation
- Work with Region Directors to procure host sites
- Liaise with host committees and administer all necessary host documentation
- Create competition draws
- Work with Officiating Committee to schedule umpires (or other staff and volunteers) to host sites
- Provide instructions to volunteers seeking training as timers or online scorers
- Complete and submit winning team paperwork to Curling Canada

### DEVELOPMENT:

- Maintain online registration system
- Maintain Provincial Sport Organization registry
- Attend multisport meetings
- Verify 'Safe Sport' qualifications
- Create promotional materials
- Produce monthly newsletter
- Coordinate Officials and Ice Technicians training programs
- Schedule and staff development courses
- Order printed materials
- Instruct shipping coordinator to send out course materials
- Send course information to Web Communications Coordinator for promotion

<ul style="list-style-type: none"> <li>• Order and ship materials (awards, uniforms, etc.)</li> <li>• Work with Competitions Committee to update host guidelines and competitor guides annually</li> <li>• Provide support to clubs bidding to host Canadian and World championships</li> <li>• Maintain record of competition results and championship teams</li> <li>• Coordinate and prepare a liaison for all provincial competitions</li> <li>• Manage Winter Games program</li> <li>• Regularly liaise with the Competitions Committee via the Committee Chair</li> </ul>	<ul style="list-style-type: none"> <li>• Assist other Managers and Coordinators as required</li> </ul>
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### QUALIFICATIONS

- Excellent organizational, time management, multitasking, and prioritization skills
- Strong attention to detail
- Self-motivated, dependable, and works well independently
- Knowledge of computer software and applications such as Microsoft Office
- Proficient verbal and written communication skills
- Ability to work flexible hours (evenings and weekends as necessary) and to be on-call during live programs and events. Additional respite during the off-season will be provided in lieu of overtime pay during the curling season.

### HOW TO APPLY

<b>CONTACT:</b> Hiring Committee	<b>EMAIL:</b> occ@ontcurl.com
<b>DEADLINE:</b> September 24, 2021	<b>PHONE:</b> 905.831.1757 ext. 207

This job posting reflects management's assignment of essential functions, but it does not proscribe or restrict other tasks that may be assigned.

The Ontario Curling Council and the Northern Ontario Curling Association value diversity in the workplace because it allows us to better understand and meet the needs of our members and the communities we serve. It helps us foster greater creativity, breadth of experience and is essential to our success as organizations. We want to ensure every job applicant is treated fairly and with respect regarding race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, or disability. If you are a job seeker with a disability and would like someone to contact you about individualized application support, email us at occ@ontcurl.com.

We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted.