

Ontario Federation of School Athletic Association (OFSAA) Sport Coordinator

Job Title: Sport Coordinator

Reports To: Executive Director

Position Summary:

This part-time position provides assistance and direction in the coordination of the OFSAA Cross Country and Track and Field Championships, and two other sports to be determined. The individual will also provide administrative support and direction in other areas of the Federation's operation.

Duties and Responsibilities:

1. Championships and Festivals

- Oversee the Cross Country, and Track and Field Championships and other sports as determined.
- Consult and advise convenors and host committees on all aspects of their event.
- Ensure all OFSAA rules, regulations, policies, and procedures are followed.
- Approve championship budgets.
- Attend the above-mentioned Championships and act as on-site support.
- Ensure convenors are in place for regional qualifying competitions in Track and Field. Provide advice and direction as required.
- Select the Leadership in School Sport Award winners.
- Facilitate sportsmanship banner presentations.
- Work with the convenor and the OFSAA marketing and communications coordinator to ensure a media and communications plan is in place and followed for each event.
- Ensure convenors are aware of and adhere to our commitments to sponsors.

2. Committee Management

Provide support and direction to sport advisory committees for cross country, track and field and other assigned sports.

- Schedule meetings.
- Gather information.
- Provide advice and support on policies and regulations.
- Refer issues that arise from championships or inquiries.
- Maintain minutes for all meetings.
- Ensure motions are submitted for inclusion on the Order Paper.
- Develop and update a list of SAC members.

3. Other duties

- Provide information articles for each issue of the Bulletin.
 - Attend monthly staff meetings.
 - Attend meetings of the Executive Council and the Representatives' Council.
 - Attend the Convenors' Workshop and present information as required.
 - Develop and update list of association convenors and SAC members.
 - Coordinate all aspects of the promotion, selection, and administration of the Brian Maxwell Foundation Scholarships.
 - Other duties as assigned and agreed to.
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Job Specifications

- Excellent written and verbal communication skills.
 - Knowledge and proficiency in using Windows-based applications.
 - Internet and Email literate and proficient.
 - Basic knowledge of event planning requirements.
 - Experience in the Ontario education and school sport systems.
 - Valid driver's license.
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Note: This is a contract position ideally suited for retired teacher or retired school administrator.