



## Regional Games Coordinator Summer Student Position

**Position Type:** Contract – 34 days (Between July 13, 2015 to August 28, 2015)

**Location:** OSGA 55+ Head Office • Suite 52 – 2455 Cawthra Road • Mississauga, ON • L5A 2W7

**Application Deadline:** Monday June 22, 2015 at 4:00pm

**Start Date:** Monday July 13, 2015

The OSGA 55+ (Ontario Senior Games Association) is geared towards adults 55+ where events have been designed to attract amateur participants in a variety of physically and mentally active activities. The goal is to promote an active and healthy lifestyle as well as friendly competition by older adults and more importantly, fellowship, camaraderie and social events that encourage year-round active lifestyles. This summer the focus is to provide continued support to five (5) Regional 55+ Games that continue to enhance opportunities for the growing 55+ demographic in the Province of Ontario. Position is funded by Grants Ontario – Summer Experience Program

### Eligible Students:

- All students must be currently enrolled in a secondary or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment or up to 29 years for persons with a disability, if disabled, within the meaning of s.10 of the Ontario *Human Rights Code*, R.S.O. 1990, c. H.19, as amended from time to time.
- Proof of enrolment must be provided to the employer.
- Students must be residents of Ontario, be eligible to work in Canada and have a Social Insurance Number (SIN).
- Note: Students should be living in Ontario at the time they start work. The intention of the program is to provide career related experience to eligible students that are also eligible to work in Ontario.
- Students must be employed full time for a minimum of 30 days at a minimum of 6 hours per day (30 hours per week) and a maximum of 7.25 hours per day (36.25 hours per week).
- To apply: submit cover letter, resume and a minimum of 3 references to Program Manager

### Qualifications:

- Experience in event planning or courses in Sport Management, Recreation and Leisure Services are an asset
- Ability to work from the OSGA Office in Mississauga (parking available and office located on a bus route)
- Driver's License required and access to a vehicle as some travel may be required

### Duties and Responsibilities:

- Provide support and assistance to five (5) Regional 55+ Games Committees on various tasks to organize and implement OSGA 55+ Regional Games in August and September 2015 in the Eastern, Golden Horseshoe, Central, Southwest and HUBB Regions.
- Various tasks will include but are not limited to researching, organizing, etc. of:
  - attend meetings and assist with meeting minutes as required
  - processing registrations including maintaining a database
  - communicating with District Coordinators who represent their participants to answer questions
  - promotion to Districts without District Coordinators to offer those participants a chance to participate
  - assist with various requirements for events (signage, volunteers, equipment, etc.)
  - assist with event day operations (ie. Games headquarters as required)
  - compiling and distributing event results
  - assist with post-event evaluation and communicate to participants and District Coordinator's
  - maintain accurate filing system in OSGA office for Regional Games for future planning
- Work closely with OSGA Staff and Board of Directors (as required) to ensure all key tasks are being accomplished

### Skills Preferred:

- Proficient computer skills in Microsoft Office and Internet
- Ability to work well independently and as part of a team
- Ability to prioritize and meet established deadlines
- Ability to multitask with different projects
- Excellent written and verbal communication skills

### Contact Information:

Geoffrey Johnson, OSGA 55+ Program Manager

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