

# SWIM ONTARIO

VISION 2020: LEAD – MOTIVATE - PERFORM



## **Swim Ontario Summer Student Employment Opportunity – Provincial Competitions Assistant – 1 position Summer Experience Program (“SEP”)**

**Position:** Provincial Competitions and Special Projects Assistant – Summer Intern Programs (9 week term)

**Application deadline:** May 31, 2017

**Start Date:** June 12, 2017 Swim Ontario is looking for one (1) student for summer limited-term (minimum of 30 hours per week for 9 weeks) employment.

**End Date:** August 18, 2017

**Tasks & Responsibilities:** The successful candidate will assist in the delivery of Swim Ontario Summer Festival, Summer Provincial Championships & AA Meet, Open Water Provincial Championships, and the North American Indigenous Games. The SEP employee will also perform administrative tasks, including but not limited to reception duties, material orders, communications assistance, the restructuring of the Provincial Records in the Provincial Sport Organization’s (Swim Ontario) head office.

The Provincial Competitions and Special Projects Assistant, will report to the Coaching, Competitions and Communications Coordinator. Swim Ontario is a highly active, not-for-profit organization committed to supporting aspiring athletes in the sport of swimming, and a Vision 2020: Lead – Motivate – Perform.

This position supports youth student involvement and opportunity within the sport of competitive swimming and the swimming community in the Province of Ontario. The SEP student will get hands-on experience with Swim Ontario’s delivery of championship events and office administration.

### **Must be available to work the following dates (no exceptions):**

- June 24-25 – Ontario Summer Festival
- June 29-July 2 – Ontario Provincials Championships & AA Meet
- July 20-21 – North American Indigenous Games
- July 31 – Swimming Canada/Swim Ontario Open Water event

**Eligibility Requirements:** Eligible Students hired by recipient organizations must meet the minimum eligibility criteria of the SEP program:

- 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.
- Students must be employed full time for a minimum employment contract length of 217.5 hours or 30 days at 7.25 hours per day.

**SWIM ONTARIO** · 1 Concorde Gate Suite 200B, North York, Ontario, M3C 3N6 · 416-426-7220 · [swimontario.com](http://swimontario.com) · [info@swimontario.com](mailto:info@swimontario.com)



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- Proof of student enrolment must be provided to the employer.
- Students must be residents of Ontario during the period of employment.
- Students must be eligible to work in Canada and have a Social Insurance Number (SIN).
- 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 Location: While this project will be supervised by Swim Ontario at: 1 Concorde Gate, Suite 200B, North York, Ontario, M3C 3N6, some daytime, weekend and evening work will be required off-site, during Championship events and other functions.

**Qualifications:** The ideal/successful candidate will be:

- Enrolled in a Degree program in Physical Health & Education from a recognized University or a Fitness & Health Promotion, Sports Management, Recreation Leadership Degree or Diploma from a recognized College.
- National Coaching Certification Program (NCCP) certification and/or competitive swimming experience would be an asset.
- Must be able to provide their own transportation
- Upon hiring, the candidate must provide a Police Records Check and sign a confidentiality agreement

**Wage Rate:** Minimum of \$11.50 per hour or commensurate with experience

**Application Process:** Resumes should be emailed to: [jobs@swimontario.com](mailto:jobs@swimontario.com) or mailed to Swim Ontario – Attention: Lindsay Taylor at 1 Concorde Gate, Suite 200B, North York, Ontario, M3C 3N6.

The **deadline** for receiving resumes/applications is **May 31, 2017**. Only candidates selected for interviews will be contacted.

Swim Ontario thanks the Ministry of Tourism, Culture and Sport and the Province of Ontario for supporting youth, sport and more specifically the sport of competitive swimming, through the SEP program.