



ONTARIO CYCLING ASSOCIATION INC.

2015 Pan Am Boulevard, Suite 2, Milton, Ontario L9E 0K7

Telephone: 416-855-1717 Fax: 1-855-488-0812

JOB DESCRIPTION

Summer Event Support Coordinator

Description

Reporting to the Events Coordinator and Events Manager, the Event Support Coordinator is responsible for the delivery and support of cycling sports identified in the Ontario Cycling events strategy. The responsibilities will include direct event support at various events across Ontario, logistics, monitoring and reporting of sanctioned events and activities, ensuring events are run within the sanction and rules parameters of the sport.

The position is based at the Mattamy National Cycling Centre Velodrome in Milton, Ontario. Members are competitive and recreational cyclists between the ages of 5 and 80.

Organizational Scope

The Ontario Cycling Association (OCA) is the recognized authority by Cycling Canada on all aspects of cycling in Ontario including Mountain Bike, Para-Cycling, Road, Track, and BMX. All staff are employed by the OCA to facilitate achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

The OCA receives financial contributions from the provincial government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. OCA staff are responsible for the management and administration of the association's finances and providing of administrative support to all association activity.

Core Responsibilities

- Act as an OCA representative and brand ambassador at cycling events held on various days of the week, including Saturdays and Sundays, across Ontario.
- Assist in organizing OCA events including three (3) Provincial Championships (Track, Road, Mountain Bike).
- Assist in the planning and execution of the 2018 Ontario Summer Games held in London, Ontario.
- Communicate with event organizers ensuring compliance, leading the collection and vetting of registration data, addressing concerns throughout the planning and execution of sanctioned events.
- Assist in tracking, processing, and fulfilling information inquiries received from OCA members, organizers, and others.
- Assist in the analyzing and compiling of social media reports.
- Lead the tracking and analysis of the Ontario Youth Series and Ontario Cup statistics.



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- Create and publish event reports following each event attended.
- Assist with various administrative tasks including answering phones, filing, processing resource orders, etc. and other duties as required.

Qualifications

- Post-secondary education in sport/recreation management, event hosting, recreation, or other applicable related field.
- Ability to operate under a flexible schedule, willingness to work some weekends in exchange for time off during the regular work week.
- Access to a vehicle and valid driver's license
- Knowledge/experience of Provincial Sport Organizations considered an asset.
- Proficient in Microsoft applications,
- Strong communication skills (written/oral)
- Ability to multi-task in a fast-paced environment and work across multiple departments.
- Self-motivated and accountable for results; takes initiative and ownership of tasks
- Superior organizational skills in planning and completing projects within set deadlines; high attention to detail and accuracy.
- Demonstrated member focus. Ability to anticipate member's needs and proactively search for solutions to ensure expectations are met and exceeded

Position Type: Full Time Contract (40 hours / week)

Timeframe: April 30th – August 31st

Location: Mattamy National Cycling Centre, Milton, Ontario

Interested applicants are encouraged to submit a cover letter and resume by email to events@ontariocycling.org. In the subject line please include (Last Name, First Name – Event Support Coordinator). **Applications will be accepted up until 5:00pm on Friday, March 30th 2018.**