

**POSITION:**

Sport & Administrative Coordinator

TYPE OF WORK:

Full-time. Must be available to work some weekends and evenings as needed. Some travel required, especially during the winter.

ABOUT FREESTYLE ONTARIO:

In partnership with Freestyle Canada and the freestyle skiing community, Freestyle Ontario enhances the growth and development of quality sport programming and sport excellence. This programming aligns with Freestyle Canada's Long Term Athlete Development framework, and emphasizes safety in a participant centred and ethically based system that encourages lifelong participation in the sport of freestyle skiing in Ontario.

This is done by:

- Increasing the number of active freestyle skiers in Ontario.
- Providing the appropriate governance structure consistent with standards for a Provincial Sport Organization.
- Promoting and developing the sport of freestyle skiing, including event promotion and hosting, development of athletes to National Team calibre; developing an adequate succession plan that ensures the sport and organization remains strong and continues to develop.

Our values are:

- Leadership
- Excellence
- Integrity
- Community
- Innovation
- Fun

STRUCTURE :



The Sport & Administrative Coordinator works both remotely as well as 'in the field' at Freestyle Ontario programs and events. Some travel required, especially during the winter months. The Sport & Administrative Coordinator reports to Freestyle Ontario's Executive Director.

OVERARCHING SCOPE OF THE POSITION:

Through your role as the Sport & Administrative Coordinator, you will contribute to the delivery of the overarching goals of Freestyle Ontario's ("FO") Strategic Plan. Your work will have a direct impact on both Freestyle Ontario's athlete development pathway and the administrative system that supports this pathway. Much of your work will result in the 'front facing' representation of Freestyle Ontario to both the public and the freestyle skiing community.

To this end, you will:

- Work with FO's membership, partnered ski resorts, and event hosting personnel (e.g. judges, officials, and volunteers) in the organization and hosting of all FO event initiatives.
- Implement the operation of FO's registration systems, website, and social media channels.
- Organize all FO run coach training courses.
- Perform some additional administrative work as requested.

This includes:

EVENT HOSTING:

- Working with FO's member clubs, individual members, Freestyle Canada staff, volunteers, and host venues in organizing and hosting FO's Timber Tour, Canada Cups, National Championships, and FIS level competitions.
- Organizing judge and official training clinics.
- Delegating event hosting roles.
- Attending all FO Timber Tours, Canada Cups, National Championships, and FIS level competitions.
- Delegating various tasks to FO's event hosting support staff and intern(s).
- Maintaining and growing productive relationships with FO partners and collaborators.
- Develop a working understanding of the Freestyle Canada and FO's event hosting system.



- Driving FO's truck and towing FO's trailer.
- Performing some basic physical labour in outdoor winter environments.

REGISTRATION SYSTEMS:

- Launching, maintaining, and implementing all FO online registration forms and databases.
- Be the primary contact point for FO's membership and registration system.
- Scheduling some meetings and taking minutes as requested by the Executive Director.
- Facilitating the membership sanction and insurance request system.
- Screen members in accordance with FO's Screening Policy.
- Submit Certificate of Insurance requests as needed.

WEBSITE & SOCIAL MEDIA:

- Maintaining and updating FO's website.
- Maintaining FO's digital asset library (eg. photos, video, logos, templates, etc...).
- Collecting, creating, and posting all FO social media and website content.

COACHING COURSES

- Organizing all FO coaching courses, as directed by FO's High Performance Director.
- Develop a working understanding of the Freestyle Canada coach development pathway.
- Working with host ski resorts, trampoline gyms, water ramp facilities, and airbag facilities to serve as host venues for coaching courses.
- Scheduling Learning Facilitators and Master Learning Facilitators to lead FO coaching courses.

GENERAL AND ADMINISTRATION:

- Respond to phone calls and emails in a timely manner.
- Address requests and concerns.
- Participate in meetings as requested.
- Submit expense reports in a timely manner.
- Ongoing administrative duties.
- Be a positive representative of FO.

ADDITIONAL DUTIES:

Additional duties may or may not be assigned by the Executive Director, based upon need and employee availability.



IDEAL CANDIDATE:

An ideal candidate:

- Is highly organized.
- Works well with people.
- Is a self-starter.
- Has excellent written and verbal communication skills.
- Has an 'eye' for aesthetic design.
- Is comfortable with delegation.
- Has great computer skills.
- Has experience and is comfortable with Microsoft Excel and/or Google Sheets, as well as Microsoft Word.
- Is comfortable working with online registration platforms and databases.
- Has a working understanding of graphic design software and file management.
- Is able to perform both basic administrative and physical labour.
- Has a valid driver's license.
- Is able to travel for multiple weeks during the winter.
- Can safely ski or snowboard on most runs at Ontario ski resorts.

Freestyle Skiing experience is not required, but considered an asset.

Since much of the work will be performed remotely, a successful candidate must have access to a decent internet connection that can handle virtual meetings with video and screen sharing.

A successful candidate must pass FO's Screening Policy, available here:
<https://freestyleontario.ski/policy>

All applicants must be able to work in Canada.

EMPLOYMENT DETAILS

FO will provide a full-time salary and benefits based upon candidate experience, organizational resources, and industry standards. Travel expenses will be covered in accordance with FO's travel expense practices.

APPLICATION DUE DATE:



Applicants must submit their résumé and cover letter to eli@freestyleontario.ski by 9:00 am on Tuesday, July 30th.

START DATE: August 12th to 16th, 2024 pending candidate availability.

We would like to thank all applicants in advance for their interest in this position. We will be contacting the most suitable candidates by email.

At Freestyle Ontario we strive for building a diverse and inclusive workplace. Studies have shown that women and people of colour are less likely to apply for jobs unless they meet every qualification in the job posting. If you are excited about this role but your experience doesn't exactly match the qualifications listed in this job posting, we encourage you to apply. You could be the right person for the job!