



JUNIOR PERFORMANCE ASSISTANT

This position is intended for college/university student who has a passion for pursuing a career in sport. The successful candidate will work with the Coordinator, Performance Sport on the implementation of the new Ontario Junior Golf Pathway. They will learn the intricacies of high performance sport as it relates to training & competition, and Long Term Player Development. The position will require some travel throughout the province and the occasional weekend work. Candidates should present a professional and mature attitude in dealing with members, spectators, golf course professionals, sponsors and other staff.

Reporting to the Coordinator, Junior Performance, the successful candidate will be a highly motivated team player, with excellent verbal and written communication skills. The ability to deliver high quality customer service to all partners, member facilities, and players while working with diverse groups of staff and volunteers is essential.

Duration: April 29th to September 4th

Responsibilities

- Assist with the implementation of the Golf Ontario Ranking System
- Work with facilities & stakeholder groups to put on Open Houses throughout the province
- Work with Team Ontario Coaching staff and local coaches to plan and execute Regional Camps throughout the province.
- Pre-event planning, packing & preparation
- Travel will be required to events for set up/tear down & on-site execution
- Deliver high quality customer service to all facilities, volunteers, athletes, coaches & tour operators.
- Assist in the daily operations of the Golf Ontario head office
- Assist with Golf Ontario Championships where required

Requirements

- Working towards the completion of a post-secondary education in Sports Management, Professional Golf Management, Business Administration or related discipline, or a combination of education and relevant work experience is required;
- Ability to work in inclement weather, long hours and weekends during summer months
- Ability to lift heavy equipment and perform manual labour
- Ability to manage multiple priorities under time restrictions
- Basic knowledge of the game of golf
- Strong writing, communication and public relations skills
- Strong organization and time management skills
- Strong computer skills in Microsoft Outlook, Word & Excel (Office suite)
- Excellent interpersonal skills as well as creative thinking skills.

Compensation & Benefits

- Bi weekly salary
- Food & hotel expenses when required to travel outside the office area
- Transportation to and from events from head office
- Staff uniforms provided by Adidas
- Opportunity to network with professionals in the industry

Application Details

Golf Ontario thanks all applicants but will contact only those who will be invited for an interview. Qualified/Interested candidates should forward a detailed resume and cover letter in an **Adobe PDF format**, by February 12th, 2021 to jobs@gao.ca Subject: Junior Performance Assistant

Golf Ontario is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-852-1101.

