



Position: Sports Coordinator

Position Term: May to July, 8 weeks

Location: Eastern Ontario

The EODSA is currently accepting applications for the role of Coordinator. This is a 35 hour per week position for 8 weeks over the summer. The successful candidate will assist with administration and registration for the EODSA. This position is funded through the Canada Summer Jobs Grant and applicants must be between the ages of 17 and 30.

The EODSA has an expressed intent to hire recent immigrant youth and recent refugee youth, youth with disabilities, visible minorities, or LGBTQ youth.

Duties:

- Assist with daily operations of the EODSA
- Review player registrations
- Review coach certification and registrations
- Review team rosters
- Review competitions

Qualifications:

- Ability to work independently, as well as part of a team
- Excellent communication skills, both oral and written
- General knowledge of the game of soccer
- Excellent decision-making skills
- Interpersonal skills, tact and diplomacy
- Be comfortable with computers and databases and have knowledge of Microsoft Word, Microsoft Excel, the Internet and E-mail.

Remuneration:

- \$17.50/hour

Interested applicants should send their cover letter and resume to Vicki Lowe by email only at executivedirector@eodsa.ca.

Application Deadline: Wednesday, May 1st, 2024

The EODSA is an equal opportunity employer. Should you require accommodations throughout the application process, please contact us.

We thank all applicants for their interest however only those selected for an interview will be contacted.