



Job Title: Administrative Coordinator, Player Development

Location: Sobseys Stadium, 1 Shoreham Drive, Toronto

Job Description:

The Ontario Tennis Association (OTA) is seeking a dedicated, outgoing and motivated individual who is interested in gaining relevant work experience in the non-profit sport sector. This position will appeal to students in a sport management or events management program. The Player Development Administrative Coordinator's primary responsibility is in collaborating with the OTA Player Development Team (Rankings Manager, Events Manager, Player Development Manager) in the preparation, administration and delivery of high-performance tournaments.

Key Duties:

- Point of contact for Tournament Directors, players and parents for event-related enquiries/issues.
- Input tournament data online to maintain an accurate and up-to-date event calendar.
- Monitor event results and update on website.
- Collaborate with Rankings Manager to update provincial ranking points and competitor standings.
- Collect event entry fees and maintain accurate payment records.
- Update social media to relay pertinent event info.
- Manage registration desk for tournaments on-site.
- Prepare and courier tennis equipment, prizing as needed; Maintain accurate inventory records and ensure proper storage.
- Implement overrules and Failure-to-Play policies provided by Events Manager.
- Support Player Development team via ongoing data collection for reporting purposes.
- Oversee nominations for Fair Play Award recipients.
- Support marketing staff on creative projects, as required.
- Other duties as required.

Eligibility

- Must be between 18 and 30 years of age at the start of employment.
- Must be a Canadian citizen or permanent resident or a person to whom refugee protection has been conferred under the *Immigration & Refugee Protection Act* for the duration of employment*.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**International students are not eligible candidates. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.*

Qualifications

- Friendly, energetic, punctual and reliable
- Strong administrative and organizational skills
- High level of attention to detail
- Proficient in basic computer skills
- Desire to work in a sport-related field
- Knowledge of tennis is an asset.
- Access to a vehicle is an asset.
- Flexible schedule as programs occasionally run in the evenings and weekends.

Remuneration & Duration

This position is supported by the Canada Summer Jobs program and will pay a wage of \$18/hour.

Start Date: Immediate

Job Duration: 8 weeks - 35 hours/week

How to Apply:

Please submit a resume and cover letter to Kartik Vyas, OTA Player Development Manager, at: kvyas@tennisontario.com

We thank all applicants - only those selected for an interview will be contacted.

About Us:

The Ontario Tennis Association (OTA) is the provincial sport governing body for tennis in Ontario. It is a non-profit organization, incorporated under the Corporation Act and formally recognized by the Ministry of Tourism, Culture and Sport. It is the largest provincial tennis association in Canada, boasting 240 clubs and 58,000 adult and child tennis players.

The two basic aims of the OTA are to promote participation in tennis as part of a healthy lifestyle and to provide a structure of services which will assist players to reach a level of competence consistent with their personal goals and abilities.

www.tennisontario.com