

Job Title: Program Support Assistant

Job Description:

Their Opportunity, a children's charity focused on providing access to sports programs for underserved youth, is seeking a motivated and dedicated student to join our team. As a Program Support Assistant, you will play a vital role in supporting the program team in delivering sports programs organized by Their Opportunity, as well as our community partner sports leagues and agencies. This is a wonderful opportunity to contribute to a meaningful cause while gaining valuable experience in program coordination and community engagement.

Responsibilities:

- Collaborate with the program team to ensure the smooth operation of sports programs, including registration, scheduling, and logistics.
- Provide hands-on support during program sessions, ensuring the safety and well-being of the participants.
- Assist with program set-up and tear-down, including equipment preparation and maintenance.
- Engage actively with the children and parents/guardians, fostering a positive and inclusive environment.
- Work closely with community partner sports leagues and agencies to facilitate program integration and enhance the participant experience.
- Assist with administrative tasks, such as data entry, record keeping, and program evaluations.
- Contribute to the promotion of Their Opportunity programs through social media and community outreach events.

Requirements:

- Meet the eligibility criteria outlined on the Canada Summer Jobs website (refer to: [[link: https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html#h2.02](https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html#h2.02)])
- Possess excellent organizational and time management skills.
- Demonstrate strong interpersonal and communication skills, with the ability to interact effectively with children, colleagues, community partners and parents/guardians
- Have a genuine passion for sports and a basic understanding of various sports activities.
- Work well both independently and collaboratively as part of a team.
- Be reliable and punctual, with a strong commitment to meeting deadlines.
- Have access to reliable transportation for traveling to program sites and community partner locations.



Terms of Employment:

Position: Program Support Assistant

Employment Type: Contract (Canada Summer Jobs Program)

Duration: 8 weeks, from June 1st to August 31st, 2023

Hours: 35 hours per week

Compensation: \$15.50 Hourly

About Their Opportunity:

Their Opportunity is an Oshawa-based charity that has the vision to educate, uplift & support children to overcome barriers through the strength of sport & generosity. Since inception, we have helped provide opportunities for over 45,000 children & affected thousands more through our Giveback Program; translating to 585,000+ hours of sport & recreation and 157,500+ hours of community service or engagement.

Their Opportunity hosts a unique Giveback Program where children who receive subsidies or participate in one of our core programs are asked to “pay it forward” within their community through volunteerism. We believe in creating a cycle of generosity, where active youth are empowered to give back to help build healthier communities.

To apply for this position, please submit your resume by email to Matthew Cronin at Matthew@theiropportunity.com, with "Program Support Assistant" in the subject line.

Contact Information:

Matthew Cronin

Email: Matthew@theiropportunity.com

Website: www.theiropportunity.com