



2017 SUMMER EXPERIENCE PROGRAM (SEP)

Synchro Swim Ontario - A not-for-profit Provincial Sport Organization (PSO), is the regulating body that develops promotes and supports the pursuit of excellence at all levels of synchronized swimming within Ontario.

Synchro Swim Ontario (SSO) is pleased to offer a 2017 SEP employment opportunity to post-secondary students who were registered as a full time student during the 2016-2017 academic year and who intend to return to school on a full-time basis during the next academic year.

Position: Project Assistant

Location: Etobicoke, Ontario

Primary Objectives and Responsibilities

The Summer Experience Program (SEP) student will be a part of a dynamic, multi tasking/project environment and will gain experience in areas of Office Administration, Communications, Membership Services and Sport Development. The incumbent will assist with coordination of set up and communication for training camps, programs and various events in the most efficient and effective means possible as assigned. The successful candidate will work closely with staff and member clubs in a variety of capacities, establishing the most opportune methods of communication, including new digital technologies where available and appropriate.

This position may require the incumbent to work some evenings and/or weekends throughout the term of employment and provide vacation relief for staff members. Specific duties to be performed by the SEP incumbent may include:

- Assist in the planning, coordinating and presentation of schedules and materials for AGM and/or the 2017 Journey to Excellence Volunteer & Technical Conference
- Coordinate assigned tasks for Summer Athlete Development/Provincial Team Training Camps - working with Sport Development Manager, HP/Technical Lead, Coordinators
- Assist with digital communications activities that increase Synchro Swim Ontario's social media and digital presence in the community and enhance working relationships with member clubs including design and development of program related graphics and logos
- Coordinate inventory tracking for SSO property and assets and organize SSO Awards for all competitions in the 2017/2018 season
- Assist in planning, gathering, preparing, archiving, developing and/or distributing digital content and media both internally & externally, including photo galleries, videos, infographics for the SSO website and for social media initiatives including Facebook, Twitter, Instagram etc. as well as research options for E-commerce and an online Synchro Store
- Develop tools using technology that enable continuous improvement in operational areas such as tracking of inventories, coach development, member/athlete databases, SSO experts, and coordination of archiving historical information etc.
- Assist in investigation, preparation and delivery of various promotional and marketing materials, surveys and tools that will add value to our programs and events
- Assist in the review of website content and documentation (ie: Rulebook) for current relevancy, effectiveness and completeness
- Other duties as assigned

Required Skills include but are not limited to:

- Self motivated team-player that works effectively in a multi tasking environment
- Strong research, written and verbal communication skills with attention to accuracy and detail
- Excellent time management, organizational skills with strong work ethic
- Ability to work under tight deadlines and adapt to changes as required
- Creative, with proven skills/experience in photography, digital design, filming, editing compelling content for communications/marketing
- Passion for developing digital content and multiple social media platforms to advance communication and marketing in sport
- Analytics experience to measure engagement and audience reach/growth on social media and web
- Proficiency using Microsoft Office Suite, Publisher, Photoshop, Illustrator, MailChimp, and various Internet tools
- Capable of maintaining high level of confidentiality with work related information
- Valid Driver's License

Additional Assets:

- Currently registered/enrolled in a recognized post-secondary academic institution with focus on communications, digital and social media, and graphic design
- Understanding of synchronized swimming and/or sport systems
- Familiarity with SSO Synchro community
- Web development and web copywriting experience
- Access to a vehicle if required

The successful candidate must demonstrate personal attributes that are aligned with Synchro Swim Ontario's organizational Values of:

- ***SSO promotes excellence through mutual respect, trust and integrity***
- ***The athlete is at the centre of our decision making while valuing the contributions of all***
- ***SSO creates a healthy and safe environment at all levels. We foster teamwork and the development of well rounded individuals***

Student Eligibility Requirements

The defined eligibility requirements of the Summer Experience Program for all applicants include:

- Current enrollment in a secondary, or post secondary institution or within 6 months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment or up to 29 years for persons with a disability, if disabled within the meaning of s.10 of the Human Rights Code, R.S.O. 1990, c. H.19, as amended from time to time.
- Proof of enrollment must be provided to the employer
- Students must be eligible to work in Canada and have a Social Insurance Number (SIN)

Note: Students should be living in Ontario at the time they start work. The intention of the program is to provide career related experience to eligible students that are also eligible to work in Ontario.