



ONTARIO CURLING ASSOCIATION

P.O Box 14527 Bayly Street, Ajax, ON L1S 7K7

Description

We are seeking a CurlON student intern/co-op to join our team by supporting the day to day operations of the organization while providing a meaningful learning opportunity for a student.

Organization

The Ontario Curling Association (CurlON) is a non-profit organization guided by a dedicated volunteer Board of Directors. CurlON is the sport governing body for amateur curling in Southern Ontario with over 180 member curling facilities serving approximately 50,000 curlers. We are members of the Ontario Curling Council (Provincial Sport Organization) and Curling Canada (National Sport Organization). We operate more than 30 provincial curling championships and provide recreational and competitive programming and services to individual curlers, teams, and member facilities. We are committed to creating safe and welcoming curling environments and embrace diversity, inclusion, equity, and accessibility in all of our operations.

Job Overview

The CurlON intern is responsible for supporting all departments in day to day operations and administrative support. The ideal candidate will possess both the ability to think critically and the technical skills necessary to execute the organization's mission, vision and goals.

1. Position Title

Summer Intern (administrative Assistant)

2. Reporting Structure

The Intern will report to the Executive Director and their designate (s)

3. Responsibilities

Responsibilities shall include, but not be limited to the following:

- Support the delivery of all development programs and services such as CurlON Awards, Street Curl and CurlON clinics to ensure consistency and quality;
- Support competitions administration with registration requirements (safe sport training requirements, NCCP requirement verification, membership fees paid, etc.)
- Support with membership services programs and membership initiatives and data collection strategy
- Support our championships team with event preparation and logistics
- Other duties as required OR as requested by the student (based off your career pathway)



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4. Requirements

- Self-driven, highly motivated and enthusiastic
- Clear criminal record check
- Complete SafeSport training
- Excellent verbal, written and interpersonal communication skills
- Proven organizational and time management skills
- Able to travel within province (under CurlON expense policy)
- Highly ethical behaviour

5. We're Offering

- Commitment to YOUR learning and experience building
- Remote working environment from anywhere within the CurlON boundaries.
- Positive work environment with opportunity for personal and professional development
- Flexible working hours

If you're interested in joining our team, submit your resume and cover letter to hring@ontcurl.com

Come as you are. You are welcome here! CurlON is deeply committed to promoting diversity, advancing equity, and fostering a culture of inclusion. Therefore, we invite applications from all walks of life, including marginalized and equity-seeking groups (i.e. members of Black, Indigenous, and People of Colour (BIPOC) communities). Accommodations are available upon request for all persons with disabilities taking part in the selection process.