



Event Support Team Member

Job Purpose

Skate Ontario is looking for energetic and dedicated individuals across the province to support our full-time event staff (SOSPOC) at designated Provincial and Synchro Series events. The Event Support team member is responsible for acting as the Skate Ontario point of contact for the Local Organizing Committee, the Technical Representative and Lead Data Specialist at Skate Ontario, Provincial and Synchro Series events when the assigned SOSPOC is not on site. This position is ideal for individuals who thrive in dynamic environments, have a passion for the sport of figure skating, enjoy problem solving, being part of a team and have excellent communication skills. This is a service contract position (part-time) at designated Provincial and Synchro Series events for the 2024-2025 season running from November 15, 2024, to March 23, 2025.

Duties and Responsibilities

- Coordinate with the Manager, Events to determine what days and hours the Event Support team member is required to be in attendance at the event
- Act as the Skate Ontario representative point of contact for all attendees
- Provide information and assistance to officials, coaches, skaters and parents as applicable and/or gather contact information to give to the Skate Ontario Coordinator, Events
- Help enforce health and safety regulations, ensuring event protocols are followed, including first aid, emergency procedures, and evacuation routes.
- Other duties as required

Qualifications

Previous experience in skating competition/event support such as involvement as a member of a local organizing committee or skating club/school volunteer is preferred but not required.

Skills and fit

- A self-starter who is reliable and can work independently
- Excellent organizational skills and attention to detail
- Ability to work under pressure
- Ability to multi-task
- Problem solving mindset with the ability to think on your feet
- Ability to perform in a fast-paced, changeable environment

Working Conditions

- Part-time Contract as per the Skate Ontario Event Schedule- Friday to Sunday (Standard schedule subject to change)
- On-site at designated Skate Ontario Events



- Must hold a valid drivers license and have access to a vehicle to travel to/from events held across the province
- This is an hourly position at \$20.00/hour

To apply, please send your cover letter and resume to Michelle Hunsley, Manager, Events at mhunsley@skateontario.org.

The deadline to apply is Friday October 18, 2024, at 4 pm EST.