



Job title	On-Site Event Operations Support Team Member
Reports to	Manager, Events
Direct Reports	None
Term	Casual, Part-Time, Hourly – Expiring No Later Than March 22, 2026

Job purpose

Skate Ontario is looking for energetic and dedicated individuals across the province to support our full-time event staff (SOSPOC) at designated Sectional, Provincial and Synchro Series events. The On-Site Event Operations 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, Sectional, 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 casual, part-time hourly position at designated Sectional, Provincial and Synchro Series events for the 2025-2026 season running from October 16, 2025, to March 22, 2026.

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 and experience

- 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

- Casual, part-time, hourly as per the Skate Ontario Event Schedule-Thursdays to Sunday (Standard schedule subject to change)
- On-site at designated Skate Ontario Events
- Onboarding and on-site training will be provided
- Must hold a valid drivers license and have access to a vehicle to travel to/from events held across the province

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The employer welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Hourly Wage : \$20 per hour

Please email resume and cover letter to:

Michelle Hunsley
Manager, Events
mhunsley@skateontario.org

CLOSING DATE: Friday, September 26, 2025