



Ontario Wheelchair Sports Association

## **PROVINCIAL WHEELCHAIR BASKETBALL LEAGUE COORDINATOR**

**Position Type:** Full time – 1 year contract with potential for ongoing renewal.

**Job Region:** ON – Metro Toronto Area. Availability to work weekends and evenings is required with the need for occasional travel at the regional, provincial, and national level.

**Application Deadline: August 18, 2015**

**Experience:** Minimum 1-year relevant post secondary education or experience in physical education, recreation or related discipline.

**Organization:** Ontario Wheelchair Sports Association (OWSA) is dedicated to the development and promotion of athlete centered, amateur wheelchair sport programs in Ontario. The OWSA is the Provincial Sports Organization responsible for wheelchair athletics, wheelchair basketball, wheelchair rugby, and wheelchair tennis. We work to build and develop sport-specific clubs and programs across the province of Ontario. We are also responsible for administering the Quest for Gold funding program for all four sports to high performance athletes on the podium pathway.

**Purpose of the Position:** The successful, motivated and enthusiastic candidate will be responsible for managing and overseeing all aspects of the Wheelchair Basketball Leagues in Ontario from the Development League through to our High Performance Initiatives. The leagues will be restructured for the 2015-16 season in order to better coordinate team schedules for athletes that play on multiple teams. The League Coordinator will work with each individual wheelchair basketball club, the provincial coaches and the national academy director to create a league structure and competition schedules for the development and competitive leagues.

Responsibilities:

- Establish relationships with team representatives, club representatives, coaches and athletes.
- Work with team and club representatives to create and set divisions that will allow each team to compete at the appropriate level.
- Review and development of league rules and preparation and circulation of rule books.
- Preparation of team playing schedules, tracking statistics and interpretation of various league rule books.
- Problem solving as required and act as a direct liaison to the team reps and players.
- Ensure that game statistics are recorded accurately and that all game-related information including statistics, game photos and articles are uploaded to the website in a timely manner for each game.
- Organization and scheduling of playoff games and end-of-season events.

- Work with the Ontario Basketball Association, other sport partners and community groups to create wheelchair basketball opportunities.
- Identify and deliver programming, workshops and/or one-day events in targeted clubs, communities, recreational facilities or schools.
- Explore/execute promotional opportunities for wheelchair basketball at community events in cooperation with member wheelchair sport clubs, local coaches and athletes.
- Help with the design of promotional and communications material relating to wheelchair basketball programming in the province of Ontario.
- Coordination of professional development opportunities for coaches and volunteers.
- Promote the benefits of participation in wheelchair basketball and encourage people to become active within their community through a variety of wheelchair sport programming.
- Assist the Bridging the Gap Coordinator with wheelchair basketball first contact and awareness programs.
- Other administrative duties as required.

#### Qualifications:

- Excellent communication skills – verbal and written.
- Experience running and administering programs.
- Knowledge of able-bodied or wheelchair basketball and the practices associated with operating a league.
- Experience working or volunteering in a sports or leisure environment such as camps, leagues or programming.
- Creativity and innovation combined with excellent organizational skills.
- Passion for sports, wellness and social interaction.
- Graduate from a college or university in the recreation/sports administration or related program.
- Must be able to lift and move sport wheelchairs and other equipment.
- Ability to represent the organization in a positive and proactive manner.
- Knowledge of and experience playing wheelchair basketball is a definite asset.
- Valid driver's license.
- Willingness to work evenings and weekends.
- Ability to travel and work off-site as required for program delivery.

*This position is made possible through funding from The Government of Ontario's Ministry of Tourism, Culture & Sport, through the Ontario Sport, Recreation and Communities fund.*

#### **SUBMIT COVER LETTER AND RESUME TO:**

Ontario Wheelchair Sports Association

Fax: (416) 426-7361

Email: [info@ontwheelchairsports.org](mailto:info@ontwheelchairsports.org)

**DEADLINE FOR APPLICATIONS IS TUESDAY AUGUST 18, 2015**