Golf Ontario is a Provincial Sports Organization and the governing body for golf in Ontario. Golf Ontario’s mission is to ‘shape lives by leading, creating and promoting positive golf experiences’. Working together as a team is the culture of Golf Ontario, striving for brilliance in everything that we do. If contributing and making an impact *Towards a Nation Golfing* sounds exciting, we’d like to hear from you!

**ROLE:** **VOLUNTEER ASSISTANT**

**REPORTS TO:** Manager, Participation & Events

**STATUS:** Internship – 6 months

**SALARY:** $575 / week

**RESPONSIBILITIES:**

This position is intended for college/university students and is responsible for providing support in the areas of Volunteer support and Administration. Successful candidates will learn and preform the key Volunteer support functions within the organization and gain a better understand of the role volunteers play in a sport organization. The candidate will also learn many soft skills like collaboration, time management, teamwork and communication. Candidates should present a professional and mature attitude in dealing with volunteers and staff and other stakeholders. Reporting to the Manager, Participation and Events, the successful candidate will be a highly motivated team player, with excellent verbal and written communication skills. The ability to deliver high quality customer service while working with diverse groups of volunteers and staff is essential.

**Duration: April - September, 2022**

**Location: Uxbridge, ON with travel throughout the province**

**Overall Responsibilities include but are not limited to:**

* Participate in the advancement of key priorities identified in the Volunteer Engagement Framework
* Support volunteers and employees in a wide array of functions
* Assist with the delivery of volunteer recruitment strategy
* Coordinate the distribution, tracking and inventory of volunteer clothing
* Assist with the ongoing data management in the Volunteer Management System
* Assist the Tournament department with volunteer scheduling and accommodation arrangements
* Support the Tournament department with club volunteer program
* Help with the delivery of the volunteer recognition program
* Provide support with the planning and coordination of volunteer and employee events
* Administrative support as needed
* Special Projects or other duties as assigned

**Qualifications and Requirements**

* Currently enrolled in a secondary school or degree/diploma program in a related field
* Ability to communicate to customers, volunteers and staff in a professional, courteous and friendly manner
* Experience in a customer service-oriented role
* Experience working with volunteers and multiple stakeholders
* Proven ability to work to deadlines with a high degree of accuracy
* Coping with time constraints
* Maintaining accurate records
* Exceptional organizational skills
* Ability to coordinate multiple projects and prioritize work assignments
* Ability to identify administrative/technical issues and communicate them to the proper person/persons to have them corrected/addressed
* Experience in Microsoft Office Suite

**Compensation & Benefits**

* Bi weekly salary
* Opportunity to network with professionals in the industry

**Application Details**

Golf Ontario thanks all applicants but will contact only those who will be invited for an interview. Qualified/Interested applicants should complete the online application form by March 1st, 2022. Please include a detailed resume and cover letter in an **Adobe PDF**.

[Apply Now](https://app.smartsheet.com/b/form/c9c9e86a74c149fd80e1d94e3f166856)

*Golf Ontario is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (‘AODA’). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-852-1101.*