



Vision: Golf for All

Mission: We Shape Lives by Connecting People to Positive Golf Experiences

Values: Passion | Respect | United | Accountable | Brilliant

Golf Ontario is a Provincial Sports Organization and the governing body for golf in Ontario. Golf Ontario's mission is to 'shape lives by connecting people to 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 for 'Golf For All' sounds exciting, we'd like to hear from you!

ROLE: HUMAN RESOURCES, VOLUNTEERS & ADMINISTRATIVE ASSISTANT

REPORTS TO: Director, Human Resources & EDI

STATUS: Internship – May to September

SALARY: \$600 / week

RESPONSIBILITIES:

This position is intended for college/university students and is responsible for providing support in the area of Human Resources. Successful candidates will learn and perform the key support functions within Golf Ontario. The candidate will also learn many soft skills like collaboration, time management, teamwork and communication. Diversity, equity, and inclusion are core values at GO. We are passionate about building and sustaining a safe, inclusive, and welcoming environment for all golf participants. The candidate will work closely with the Director, HR & EDI to assist with administrative tasks related to the EDI strategy. Candidates should present a professional and mature attitude in dealing with volunteers, staff and other stakeholders. Reporting to the Director, HR & EDI, the successful candidate will be a highly motivated team player, with excellent analytical, verbal and written communication skills,

Duration: April 22 – August 30, 2024

Location: Hybrid work from home environment, time required in the office in Uxbridge, ON - potential for travel within the province

Overall Responsibilities include but are not limited to:

HR Administration

- Support in an array of HR administrative functions
- Provide support with the planning and coordination of employee events
- Working with Manager, HR to review current HR platforms to identify opportunities for improvement
- Process documentation and prepare reports relating to personnel activities
- Analysis and identify data management efficiency opportunities
- Assist with Orientation and Onboarding

EDI

- Assist with research, planning and implementation of EDI initiatives
- Support document management, including learning resources, files, and support tools





Qualifications and Requirements

- Currently enrolled in a secondary school or degree/diploma program in a related field
- Ability to communicate in a professional, courteous and friendly manner
- Experience in a customer service-oriented role
- Experience with research and report writing
- Proven ability to work to deadlines with a high degree of accuracy
- Excellent time management skills
- Maintaining accurate records
- Exceptional organizational skills
- Ability to coordinate multiple projects and prioritize work assignments
- Proficient in computer applications, including 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 **February 2, 2024**. Please include a detailed resume and cover letter in an Adobe PDF.

[Apply Now](#)

Golf Ontario's Commitments

Golf Ontario is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.

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.