



The Western Ontario Athletic Association (W.O.A.A.) is presently accepting resumes for an administrative position at their head office in Wingham, Ontario.

The W.O.A.A. is a governing sports body for communities in Southwestern Ontario. Established in 1942, it has a long history of providing amateur sports programs for area youth and adults.

JOB OVERVIEW

This full-time (32 hours week) position offers flexible hours and will commence with training with the potential for advancement to the Executive Administrator role. In addition, there will also be some evening meetings/clinics/sports functions that will require attendance.

Job duties will include;

- Issue, review and validate all certificates and membership
- Coordinate and prepare all sports meetings
- Perform general administrative duties
- Support the Sports Chairperson(s) as needed
- Receive, record, disburse and account all funds

EDUCATION

- College diploma or certificate in Sports Management, Office Administration, Business Management or equivalent

QUALIFICATIONS

- Strong proficiency in computer and business office software to include Word, Excel, Power Point.
- Basic knowledge of financial and accounting practices.
- Willing to learn computer/online sports programs i.e. Gamesheet Inc., HCR 3.0., theOneDB and W.O.A.A. website(s).
- Strong interest in sports and or experience in the recreation field would be an asset.
- Excellent oral and written communication skills.
- Excellent knowledge of general office procedures and practices.

BENEFITS

- Full-time 32 hours/ week –flexible hours.
- Competitive starting wages (\$20.00 +/-hr., negotiable depending on experience and with opportunity for advancement).
- Annual Health/Dental Benefit
- Pension Program

Resumes will be accepted until August 31, 2022, 5:00 p.m. and can be emailed to woaa@hurontel.on.ca

Only those individuals that are selected for an interview will be contacted.