

Job Description

Sport Development Representative (Full Time Internship)

Department: Community Services **Category:** Full Time, Non Union, Internship

Reports to: Specialist, Sport & Community Development **Number of Positions:** 1

Subordinate(s): None **Term:** Fall 2026 **Work Arrangement:** Hybrid

Payment: \$1,000 honorarium to be paid at conclusion of term. Position is otherwise unpaid.

SUMMARY OF DUTIES:

Reporting to the Specialist, Sport and Community Development, the Sport Development Representative (Internship) is responsible for assisting and supporting the Specialist, Sport & Community Development in delivering the Town's Sport Plan including, but not limited to the development of programs, services and events to support and sustain the plan. The successful incumbent will be involved in overall development, coordination and delivery of community development functions including outreach, research, networking, development and evaluation of community development opportunities and partnerships.

DETAILS OF DUTIES:

1. Networking, building and cultivating relationships and partnerships with the local sport organizations, agencies and regional groups that serve Aurora residents.
2. Supports action with community groups in building organizational capacity and sustainability through a collaborative approach in areas such as funding, marketing, outreach, volunteer development, governance, etc.
3. Assists in research and prepares reports, policies and procedures, pertaining to sport and community development in the community.
4. Provides input to and participates in the preparation of the seasonal program brochures and other departmental promotional material as it relates to sport and community development.
5. Attends community and professional job-related meetings and networking opportunities as required.
6. Performs other duties as assigned, in accordance with job responsibilities or necessary department or corporate objectives.

SKILL/KNOWLEDGE REQUIREMENTS:

1. Currently pursuing a post- secondary education (College/University) or Master's Degree in Recreation, Sports Administration or related discipline.
2. Minimum one (1) year experience in a municipal, recreation, wellness or sport environment.
3. Demonstrated experience in sport and community development, community engagement, partnership development and capacity building.
4. Experience working with diverse communities, groups and organizations (i.e., sport/recreation, arts & culture, ethno-cultural, older adults etc.), and/or experience in working with not for profit, social and human services, provincial and national organizations is considered an asset.

5. Strong interpersonal, communication, customer service skills and coaching/facilitation skills.
6. Availability to work flexible hours and/or shifts to attend evening and weekend meetings/activities/events.
7. Valid “G” class license in good standing and reliable vehicle to use on Town business.

ADDITIONAL DETAILS:

- Reimbursement for mileage is available to be claimed for work related travel.
- Opportunities to earn certifications will be offered as appropriate, in accordance with budget availability, including but not limited to the National Coaching Certification Program (NCCP), Diversity Equity & Inclusion (DEI) training, and High Five Principles of Healthy Child Development (PHCD).
- Hybrid work experience.
- Flexibility around academic requirements (assignments, hours, timelines, etc.), and start/end date.
- Overlap to work within the Town’s Community Services (Recreation, Facilities, etc..) Team.

POLICE CRIMINAL RECORD CHECK

Incumbents in this role will be required to submit their Police Criminal Record Check to Human Resources prior to hire.

Please email Hailey Jones, Specialist, Sport & Community Development at hjones@aurora.ca with any questions.

