



ontario cerebral palsy sports association
PO Box 60082, Ottawa ON K1T 0K9

T: 613.723.1806
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JOIN OUR TEAM!

Athlete Tracking Assistant - Boccia

OCPSA/Ontario Boccia is the provincial sport organization responsible for developing athletes, coaches, and volunteers at every stage of the performance pathway.

Ontario Boccia is seeking a part-time Athlete Tracking Assistant – Boccia to support athlete development and performance monitoring through structured video review and data entry.

Position Overview

The Athlete Tracking Assistant – Boccia will work closely with the Program Manager and report directly to the Executive Director. This role supports the High-Performance program by reviewing training and competition footage and accurately entering skill and performance data into designated tracking applications.

Working under the guidance of the Program Manager and the National Talent Pathway - Ontario Liaison, this position plays a key role in ensuring athlete development information is captured consistently, reliably, and in alignment with established tracking frameworks.

This role is primarily observational and administrative in nature, focusing on accuracy, attention to detail, and adherence to defined data standards rather than performance evaluation or selection decisions.

Key Responsibilities

- Review training and competition video footage to identify and record predefined skill and performance indicators.
- Accurately input athlete data into the Boccia Tracker Lite application.
- Maintain confidentiality and integrity of athlete data at all times.
- Assist with basic data organization and summary outputs as requested by the Program Manager

Required Qualifications

- Currently enrolled in a secondary or post-secondary institution, or within six months of graduation. Proof required.
- Resident of Ontario during the period of employment and living in Ontario at the time work begins.
- Must be eligible to work in Canada and have a Social Insurance Number (SIN).



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- Post-secondary education or coursework in Sport Management, Kinesiology, Data Management, or a related field, or equivalent experience.
- Strong attention to detail and ability to follow structured processes and guidelines.
- Comfortable working with video footage and digital platforms for data entry.
- Basic computer proficiency, including spreadsheets and web-based applications.
- Ability to manage repetitive tasks accurately and efficiently.
- Strong organizational and time-management skills.

Preferred Qualifications

- Interest in sport performance, skill-based analysis, or athlete development.
- Familiarity with performance analysis, video tagging, or athlete management systems.
- Understanding of basic skill development or technical performance concepts.
- Experience working in a para sport or adaptive sport environment.

Terms & Conditions

- Part-time, remote position with some in-person work to attend events for live video gathering.
- Flexible hours may be required to accommodate training or competition schedules.
- Occasional travel required.
- This role does not involve on-court or field coaching responsibilities.
- Compensation: \$20/hr.
- Term: 215 hours, May 1 to August 31, 2026

To Apply

Please complete your application using the online form at the following link by February 23, 2026:

[Application Link](#)

We thank all applicants for their interest; only those invited for interviews will be contacted.