

COOPERATIVE EDUCATION
NEW PLACEMENT INFORMATION



Company Name: Ancaster Sports Centre
Address: 1030 Lower Lions Club Rd. City: Ancaster Postal code: L9H5E3
Name of Contact Person(s): James Wallace
Telephone: 289-309-5466 Fax: _____ E-mail: james@ancaster.sportscentre.com
Co-op Job / Placement Title: Sports Facility Staff
Number of Placements Available: 3

Semester 1 (Sept. – Jan.) ☐ am ☐ pm ☐ either ☐ all-day
Semester 2 (Feb. – June) ☒ am ☒ pm ☒ either ☒ all-day
Summer Co-op (July - August): ☐ **ALL DAY**

Hours (and days) of Work: Weekday Evening + Weekend days

Will the student be paid a wage or given an honourarium? Yes ☐ No ☒

Job Synopsis and Tasks (Observed and/or performed by the Co-op Student):

The Co-op student will work alongside the Facility Administrator in the daily operations of the Ancaster Sports Centre. Tasks will include:

- helping coach soccer on weekends
- ensuring the facility is safe and clean.
- greeting guests and answering questions.
- answering phone calls
- general administrative duties

Job Requirements (Skills, Personal Qualities):

The Co-op student must:

- be outgoing
- be organized
- have good communication skills.

Do you employ apprentices or any certified trades? Yes ☐ No ☒

Would you be willing to have students come in for short term (approx. 2 weeks) Work Experience? Yes ☒ No ☐

Is it okay for Co-op teachers to contact you directly? Yes ☒ No ☐

I'd rather be contacted by the HWDSB Central office Yes ☐ No ☒

An OYAP student is any student taking part in Co-op in an "Apprenticeable" occupation

The Hamilton-Wentworth District School Board

Completed forms can be e-mailed to: ngodwald@hwdsb.on.ca or faxed to (289) 674-0409