



JOB DESCRIPTION:

Games Summer Assistant

Full time, temporary position: May – Mid August, 2024

SUMMARY OF POSITION:

Work with the Games Manager and 2024 Saskatchewan Summer Games Host Society to carry out the duties related to the operational aspects of hosting the 2024 Saskatchewan Summer Games. The main roles will be office management, planning (document development), marketing, and volunteer support and management.

DUTIES:

- Work with the Games Manager to carry out the duties related to the operational aspects of the Summer Games.
- Represent the Host Society at various community functions/promotional events (i.e. volunteer recruitment events).
- Participate in division, and committee meetings as required.
- Office support (i.e. filing, data entry, purchase office supplies).
- Database and document development to support the divisions (i.e. sport/venue, Friends of the Games).
- Assist with volunteer registration and tracking.
- Assist with sponsorship tracking and recognition.
- Represent the corporate Board professionally and positively.
- Project enthusiasm for the Games and create an atmosphere conducive to teamwork.
- Other duties as assigned by the Games Manager.

SKILLS:

- Good organizational and strong interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to work flexible and extended hours.
- Experience or ability to work with Microsoft word, excel, and other related Programs.
- Ability to multi task.

EDUCATION AND EXPERIENCE:

Enrolled in a diploma or degree in recreation or leisure studies or kinesiology or an equivalent diploma or degree related to the experience and skills required is an asset.

Previous experience in project/event management, fund development/raising, marketing, and/or office administration would also be an asset.

HOURS:

37.5 hours/week



Some evening and weekend hours will be required.

COMPENSATION:

\$18.00/hour

LOCATION: 2024 Saskatchewan Games Office at 4908 - 42 Street, Lloydminster (Synergy Credit Union Building)

REPORTS TO:

Games Manager

HOW TO APPLY:

Applicants should send a letter of application outlining your experience and how it will assist you in this position, along with a resume to nclow@saskgames.ca (please reference position in the subject line)

Deadline to receive applications is March 15, 2024.

Only those selected for an interview will be contacted.