



Job Description: Games Manager

Organization: 2022 Saskatchewan Winter Games Regina Inc.

Reports to: Board Chair - 2022 Saskatchewan Winter Games Host Organizing Committee

Location: Regina, SK

Job Purpose

The 2022 Saskatchewan Winter Games will be hosted in Regina and surrounding area and the Regina Host Organizing Committee is inviting applications for the position of Games Manager. This is a temporary, full-time position for the period of October 2020 to March 31, 2022.

First launched in 1972, the Saskatchewan Games are the province's biennial celebration of sport and community. The year 2022 will mark the program's 50th Anniversary and will involve over 1,800 athletes, coaches and managers from every corner of the province. Athletes will compete in 16 sports from February 20 – 26, 2022 while representing Saskatchewan's nine Sport, Culture and Recreation Districts.

Duties and Responsibility

The main responsibility will be to plan, implement, integrate, stage and coordinate all aspects of the Saskatchewan Winter Games. The ideal candidate is an independent, self-motivated leader with a track record of managing competitive sporting events, proactively identifying key strategies, anticipating Games committee needs and implementing sustainable solutions.

As a passionate individual who is well versed in budget management, financial projections and expense controls, the candidate is no stranger to event management duties, especially as they apply to multisport events and sport tourism.

We invite you to apply if you have a strong aptitude for strategic development, financial accountability and team/relationship building. The candidate must embrace diversity and have a dedication to ensuring the exceptional experience of the athlete at the Games, with a steadfast devotion to making a difference for all.

Qualifications and Experience

- A University Degree in Sports Management, Business Administration, Recreation or a related discipline;
- Experience in progressive senior management, preferably relating to major competitive sporting events;
- Experience working with a volunteer Board of Directors and committees;
- A valid Class 5 Saskatchewan Driver's License;
- A Criminal Record Check - Vulnerable Sector.

Other Desirable Requirements

- Exceptional written and oral communication skills and is extremely tech-savvy;
- Works well prioritizing in a fast-paced, dynamic environment;
- A strong knowledge of coordinating a high volume of volunteers;
- Ability to effectively mediate and resolve conflict and be solution oriented;
- Ability to work effectively with staff, management and the public;
- Experience in corporate sponsorship solicitation and stewardship;
- Proven track record in financial and project management;
- A champion of inclusion and experience working with diverse populations;
- Ability to implement and coordinate all aspects of the project with minimal supervision.

Working Conditions

- The position is a temporary, full-time position for the period of October 2020 to March 31, 2022.
- Evening and weekend work may be required.
- Some travel will be required. Must hold a valid driver's license.
- Successful candidate will be required to provide a Criminal Record Check – Vulnerable Sector.

How to Apply

Qualified applicants should send a resume and cover letter outlining your experience and how it will assist you in this position to the Board Chair, Valerie Sluth at the following email address:

Email: vsluth@praxis-consulting.ca

*****Please reference the position in the subject line.***

Deadline to receive applications is 12:00pm on September 4, 2020.

Salary to commensurate with candidate's expertise and experience. Only those selected for an interview will be contacted.

The 2022 Saskatchewan Winter Games Host Organizing Committee is committed to providing an environment of mutual respect where equitable employment opportunities are available to all applicants.