



Job Description - Saskatchewan Games Coordinator

Team Regina and Team Saskatoon

Organization: Saskatchewan Games Council
Reports to: Provincial Games Consultant
Location: 1 position in Regina – 5-month term contract
1 position in Saskatoon – 5-month term contract

Job Purpose

The primary function of the position will be to coordinate the logistic and administrative duties, team preparation, and promotion that is required to support the successful participation of Team Regina or Team Saskatoon at the 2023 Saskatchewan Winter Games to be held in Regina, February 19 – 25, 2023.

The role will include recruiting mission staff, working with the Saskatchewan Games Council, the Regina Host Organization, other Districts for Sport, Culture and Recreation and the Provincial Sport Organizations (PSOs) to effectively fulfill the duties and responsibilities of the position.

Duties and Responsibilities

1. Mission Staff

- Using an equitable selection process, recruit a mission staff to manage the District team and assume responsibility for the conduct of the team. The number of male and female mission staff will be set according to team size, the number of male and female competitors, venue locations and budget.
- Act as the Chef de Mission for the District team or recruit and appoint an experienced volunteer to fulfil this role.
- Based on the diversity of the District team, make effort to recruit mission staff that reflects that diversity.

2. Team Preparation

- Upon appointment of the coach and manager for each sport, establish communication and maintain dialogue with the coach and manager prior to and during the Saskatchewan Games.
- In conjunction with the PSO, ensure that all athletes entering the District team selection process meet the Saskatchewan Games residency requirements.
- In partnership with the Saskatchewan Games Council, coordinate the walkout uniform distribution process for the District team.
- In partnership with the Saskatchewan Games Council, arrange for the transportation of the District team to and from the Games. As the host District, Team Regina will not

require transportation to and from the Games.

- Plan and organize a District team pep rally or pre-games staging event.
- Ensure each team is provided with detailed travel arrangements, walkout uniforms, registration procedures, pep rally dates, competitive schedules, the participant code of conduct and host handbooks as well as any other information as it pertains to their involvement in the Saskatchewan Games.
- Complete all required forms relative to the participation of the District team and forward them to the appropriate organization.
- Manage the participant registration and payment process for the District team in the Games Management System (GEMS.pro), which will include verification and approval of participants based on the final District team rosters. Training and support will be provided by the Saskatchewan Games Council
- Attend all Chef de Mission meetings as scheduled leading up to the Games and during Games time.

3. Promotion

- Develop and manage appropriate social media channels and a website for the District team.
- Promote the Saskatchewan Games on an on-going basis via website, social media, newsletters and with tools provided by the Saskatchewan Games Council.
- Publicize the locations and dates of the District team selections or playdowns. This information will be provided by the sport contact for each sport.
- With support from the Host Organization and the Saskatchewan Games Council, distribute the results of the District team to the appropriate media.
- Reach out to under-represented population groups and agencies within the District to promote participation opportunities in the Saskatchewan Games.

Knowledge, Skills, and Abilities

1. Demonstrated knowledge and experience in the Provincial sport delivery system:
 - Principles of Long-Term Athlete Development (LTAD)
 - Familiarity with the National Coaching Certification Program
 - Sport development and administration experience
2. Demonstrated skills in the following areas:
 - Clear communication - verbal and written
 - Sound administration and time management
 - Financial management
 - Leadership qualities
 - Computer programs and databases including social media and websites
3. Demonstrated abilities in the following areas:
 - Work collaboratively with individuals and in team settings
 - Develop and maintain positive relationships internally and externally
 - Work independently and take initiative
 - Work effectively with volunteers

Qualifications and Experience

- Post-secondary degree or diploma in Sport Administration or a relevant discipline, or a strong combination of relevant training and experience.
- Experience as a participant, staff person, or volunteer in multi-sport games is a definite asset.
- Experience working in sport management or with non-profit organizations.
- Experience working with and managing volunteers.

Working Conditions

- The position is a Term Contract that will run from October 15, 2022 to March 15, 2023 (5 months).
- Evening and weekend work may be required.
- Full time attendance as the District Chef de Mission or mission staff at the 2023 Saskatchewan Winter Games (February 19 – 25, 2023).
- Attendance at the Mission Orientation on November 25 and 26, 2022 in Regina.
- 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 one of the following:

Email (preferred): HR@saskgames.ca

Mail: Sask Games Coordinator Contract
Saskatchewan Games Council Inc.
280 - 1870 Albert Street
Regina, SK S4P 4B7

*****Please reference the position in the subject line and which location you are applying for.***

Deadline to receive applications is midnight, September 25th, 2022.

Only those selected for an interview will be contacted.

At the Saskatchewan Games Council, we are committed to providing an environment of mutual respect where equitable employment opportunities are available to all applicants.