



**Job Description**  
**Sports Activities Coordinator**  
**Summer Employment Opportunity**

**Organization:** Saskatchewan Games Council  
**Reports to:** Executive Director  
**Location:** Regina, SK.  
**Term Details:** Approximately 8 weeks @ 35 hours/week  
June 3 to July 31, 2024  
**Rate of Pay:** \$20/hour

The Saskatchewan Games Council Inc. is a non-profit organization that plays an integral role in advancing our provincial sport system. We believe that multi-sport games are critical to the development of leaders and communities for the future success of Saskatchewan and will help to create provincial pride, lasting legacies, and exceptional experiences. The Saskatchewan Games Council works in collaboration with a variety of partners to support development opportunities for athletes, coaches, officials, volunteers, and communities through the hosting of multi-sport games.

**Job Purpose**

The primary function of the position will be to assist the Saskatchewan Games Council in preparation for the 2024 Saskatchewan Summer Games that will be held in Lloydminster, SK. from July 21 – 27, 2024. Other project support may be assigned as determined by the organization. The position will be based in our Regina office and will be primarily administrative in nature. Some flexibility to work remotely at times will be considered.

**Primary Responsibilities**

- Assist with participant registration and the administration of the Games management database
- Complete athlete accommodation assignments within a database system
- Help organize and coordinate participant uniform orders and distribution
- Provide support with participant travel requirements as required
- Assist with events and activities related to Saskatchewan Games preparation (e.g., media events, social media, stakeholder meetings, etc.)
- Support the maintenance of a Google drive containing participant and sport information
- Potentially attend the Saskatchewan Summer Games in an administrative role to support the sport results area and other key areas as required

**Other Responsibilities**

- Support related communications efforts as required
- Help prepare meeting materials and presentations

- Support the development of an athlete alumni database
- Document and organize Saskatchewan Games materials
- General office and other duties as required

### **Core Competencies**

- Effective verbal and written communication skills
- Experience with Microsoft and Google software
- Work collaboratively with individuals and in team settings
- Develop and maintain positive relationships with internal and external partners
- Work independently and take initiative to complete the projects required

### **Qualifications and Experience**

- Post-secondary education is considered an asset
- Experience as a participant, staff person, or volunteer in sport or with a non-profit organization
- Experience working with volunteers

### **Working Conditions**

- The position is a Canada Summer Jobs placement and applicants must meet the minimum requirements as outlined on the [www.canada.ca](http://www.canada.ca) website.
- Occasional weekend and/or evening work may be required as will travel within Saskatchewan.
- The successful candidate will be required to provide a Criminal Record Check – Vulnerable Sector.

The Saskatchewan Games Council is committed to diversity, equity and inclusion. We encourage applications from all individuals.

### **Application Process**

Please submit your resume and cover letter outlining how your qualifications and experience align with the position requirements.

Applications can be sent to [HR@saskgames.ca](mailto:HR@saskgames.ca) by **May 20, 2024**. Please reference the position in the subject line.

We appreciate all applications, but only those chosen for an interview will be contacted.