



Job Description - Saskatchewan Games Coordinator

Team Regina and Team Saskatoon

Organization: Saskatchewan Games Council

Reports to: Provincial Games Consultant

2 Positions: 1 coordinator for Team Regina and 1 coordinator for Team Saskatoon

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 2026 Saskatchewan Winter Games to be held in Meadow Lake and Flying Dust First Nation from February 15 – 21, 2026.

The position will include recruiting mission staff, working with the Saskatchewan Games Council, the 2026 Sask Games Host Organization, 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 at the Games. 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 available budget.
- Act as the Chef de Mission for the District Team or recruit and appoint an experienced volunteer to fulfil this role on behalf of the District Team.

2. Team Preparation

- Upon appointment of the coach and manager for each sport, establish communication and maintain dialogue with these key contacts 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 eligibility requirements.
- In partnership with the Saskatchewan Games Council, coordinate the distribution of the walkout uniform for the District Team.
- In partnership with the Saskatchewan Games Council, coordinate the transportation of the District Team 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 arrangement information, walkout uniforms, registration procedures, pep rally dates, competition 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 the athlete fee payment process for the District Team in GEMS.pro (Games database program) which includes verifying and approving participants based on the final District team rosters.

3. Promotion

- Develop and manage appropriate communication tools which may include social media channels and the District Team website.
- 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.

Working Conditions

- The position is a Term Contract that will run from October 15, 2025 to March 15, 2026 (5 months).
- This is a remote position.
- Evening and weekend work may be required.
- Full-time attendance at the 2026 Saskatchewan Winter Games as the District Chef de Mission or mission staff is required (February 15-21, 2026).
- Travel will be required. The successful candidate must hold a valid driver's license.
- The successful candidate will be required to provide a Criminal Record Check – Vulnerable Sector.
- The successful candidate will be required to complete the Respect in Sport for Activity Leaders training program prior to the Games.