



Job Description
Games Services Coordinator
Summer Employment Opportunity

Organization: Saskatchewan Games Council
Reports to: Executive Director
Location: Regina, SK.
Term Details: 10 weeks @ 35 hours/week
May 26 to July 31, 2025
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 focus of this summer job is to assist the Saskatchewan Games Council and Team Sask to prepare for the 2025 Canada Summer Games in St. John's, NL. 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

2025 Canada Summer Games support

- Organize and coordinate participant uniform orders and distribution
- Assist with participant registration in the Games management database
- Assist with the athlete accommodation assignments
- Provide support with participant travel requirements as required
- Support the maintenance of a Google drive containing participant and sport information
- Provide administrative support with the tracking of the Canadian Centre for Ethics in Sport anti-doping education program
- Support the planning and delivery of the Team Sask media event in Regina

General

- Support the development and update 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 Office 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

- Some 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 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 by **May 9, 2025**. Please reference the position in the subject line.

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