

CURLSASK

**Are you as passionate about the sport of Curling as we are? Are you detail oriented?
This is the summer job for you...**

CURLSASK is the provincial governing body of Curling in Saskatchewan. *Our mission is to promote and develop the future of curling in Saskatchewan by providing leadership, services and programs for the curling community.* Each year we host the Prairieland Curling Camp where campers from around the province have the opportunity to curl in the summer!

CURLSASK is currently seeking a Prairieland Camp Coordinator. *Your primary responsibility will be coordinating the two four day summer camps!*

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| Job Title: | Prairieland Camp Coordinator |
| Job Type: | Full Time – Monday – Thursday - 30 hours per week. |
| Reports to: | Executive Director |
| Job Purpose: | The purpose of the Prairieland Camp Coordinator is to plan and execute the best curling camp ever! |

General Description: The Prairieland Curling Camp has been an integral part of the curling landscape in rural Saskatchewan for 34 years. The summer curling camp features 192 youth curlers from all over the province ranging from The Big City to Tiny Town are paired up with top-notch instructors. CURLSASK is seeking a full time coordinator to assist in planning and executing this summers curling camp. The coordinator will be responsible for planning, marketing, facilitating and delivering most aspects of the annual summer curling camp.

Specific areas of responsibility include:

- **Planning the best camp ever:** after 34 years of summer camp we are looking for you to take this camp to the next level with your passion for curling and enthusiastic new ideas.
 - The Camp Coordinator will be responsible for planning all aspects of the Prairieland Summer Curling Camp.
 - Guided by the overall camp planning document; you will coordinate such deliverables as clothing, schedule, prizes, hotels, sponsor deliverables, meals, billets, camp Olympics, registrations, photographer and other duties as assigned.
 - Management of safety protocols and procurement of cleaning supplies and personal protective equipment to meet Saskatchewan Health regulations.
 - You will be onsite coordinating the camp from August 5-12.
 - You will act as a liaison between CURLSASK and host Venue.

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Digital Media Management / Administration

- Creating graphics and posting updated content on the to all three CURLSASK social media channels.
- Updating CURLSASK social media with regular updates, as required
- Creating promotional video advertisements for CURLSASK programs and Services.
- Digitizing CURLSASK Membership lists.
- Additional administrative tasks, including writing, document creation and data entry as required

Job Requirements:

- Candidates must be full time students intending to return to their studies in the next school year.
- Preference will be given to individuals working towards a degree in Event or Sport and Leisure (recreation) management, Kinesiology or Business Management.
- Must have valid license.
- Preference given to previous camp participants and those applicants with a curling background.

We are seeking a dedicated team player who is able to work with a variety of stakeholders, but also possess the ability to work independently and take initiative. The successful candidate must be flexible, goal/deadline oriented, have strong project management skills and be able to handle priorities effectively and under pressure. Requires technical proficiency of basic workplace applications.

The CURLSASK office is located in Regina and the team is presently working remotely at home to maintain physical distancing and prevent the spread of Covid-19. The successful applicant may be asked to work from their home or provided access to the CURLSASK office.

Term: 8 weeks (June 29 -August 20.)

Sound like your dream job? We would like to hear from you! Apply with your vision for Curling Summer Camp outlined in your cover letter and your curling experience in your resume by June 17. All applications should be sent via email to Ashley Howard (curling@curlsask.ca) with the subject line “Your Name – Prairieland Curling Camp Coordinator.”

All applications must be submitted to curling@curlsask.ca **no later than 12:00 pm SK on June 17, 2020.**

We thank all applicants, however, only those candidates to be interviewed will be contacted.