



**Saskatchewan Games Coordinator  
Team Regina and Team Saskatoon**

**Job Description: Saskatchewan Games Coordinator**

Organization: Saskatchewan Games Council  
Reports to: Provincial Games Consultant  
Location: 1 position in Regina  
1 position in 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 2020 Saskatchewan Summer Games to be held in Lloydminster, July 26 to August 1, 2020.

The role will include recruiting mission staff, working with the Saskatchewan Games Council, the Lloydminster Host Society, and the Provincial Sport Governing Bodies (PSGBs) 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, number of male and female competitors, venue locations and available funds.
- 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.

**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 PSGB, 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 uniforms for the District Team.
- In partnership with the Saskatchewan Games Council arrange for 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 that 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 program.



- Compile and 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 GEMS.pro (Games database program), which includes verifying and approving participants based on the final District team rosters.

### **3. Promotion**

- Develop and manage appropriate social media channels and a website for the District Team.
- Promote the Saskatchewan Games program 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 Community and the Saskatchewan Games Council, distribute the results of the District Team to the appropriate media.

### **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 March 15, 2020 to August 15, 2020 (5 months).
- Evening and weekend work may be required.
- Full time attendance as the District Chef de Mission or mission staff at the 2020 Saskatchewan Summer Games.
- 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](mailto: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 noon, January 24, 2020.**

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.***