



Summer Sport Development Coordinator

Ringette Saskatchewan is seeking two (2) Sport Development Coordinators for 8 weeks, ideally starting June 19, 2023 (start date is flexible). These positions will involve developing, planning, and implementing a wide variety of introductory and skill development programs throughout the province of Saskatchewan. These positions will also be involved in community outreach initiatives to promote the sport of ringette.

Work Location:

- Remote; and/or
- Regina (and area)
- Saskatoon (and area)

Roles and Responsibilities:

- Develop, plan, and implement programs related to Gym Ringette
- Initiate community outreach programs – Gym Ringette and Come Try Ringette
- Participate in community promotional events
- Attend community and association events to assist volunteers with promoting ringette
- Collaborate with Ringette Saskatchewan staff to develop new projects and initiatives
- Promote your journey with Ringette Saskatchewan as it relates to ringette on social media
- Support Ringette Saskatchewan staff plan and execute programming as it relates to athlete, coach, and officiating development
- Be creative in suggesting new programming ideas as it relates to athlete, coach, and officiating development
- Research and develop introductory coaching materials/resources to post on Ringette Saskatchewan's website
- Support Ringette Saskatchewan staff prepare for next season with assigned administrative duties

Qualifications:

- Education in Sports Administration, Sports Management, Recreation Management, Education, Physical Education, Kinesiology, Human Kinetics, or related field would be an asset
- A player, coach or official within the sport ringette would be considered an asset
- NCCP coach certification or training would be considered an asset
- Community recreation experience would be considered an asset
- Experience with social media marketing would be considered an asset
- First Aid and CPR certification would be considered an asset. The employer is willing to pay for the certification.
- Must be between the ages of 16-30
- Must have a valid driver's license and access to a vehicle, as travel is required for this position (mileage paid by the employer)
- Because the Sport Development Coordinators will work with children and youth, the successful applicant will be required to provide criminal record check as a condition of employment.

Skills:

- Excellent organizational skills and effective communication skills
- Ability to prioritize workload and meet deadlines
- Ability to work and consult with a wide range of professionals and partners
- Ability to use initiative to achieve outcomes
- Ability to work unsupervised

Knowledge:

- Demonstrate a sound knowledge of sports development principles
- Awareness of key issues relating to growing the game of ringette in Saskatchewan
- Awareness of the sport delivery system in Saskatchewan

Competencies:

- Decision Making – Ability to make decisions and analyze the impact in relation to outcomes
- Self-Development – Keep up to date with the latest issues, trends, and advances in the field of sport development
- Customer Orientation – Provide a professional, polite, and high-quality service
- Motivation – You create a good team spirit and know how to motivate others
- Forward-thinking – Ability to plan to ensure effective programming

Effective Communication:

- Communicates with internal/external parties in a manner which builds confidence in our ability to deliver as an organization
- Communicates consistently in a positive and influential manner
- Ensures relevant information is communicated to the right people, in the right style, at the right time

Flexibility:

- Builds productive working relationships with internal and external colleagues
- Works with others in a manner which gives them confidence in your intentions
- Understands and meets the needs of others

Teamwork:

- Develop and supports collaborative working across and within teams
- Utilizes shared capability within the team
- Facilitates the completion of team goals
- Values and makes use of the skills, knowledge, and experience of all the teams they work with

Personal Accountability:

- Maintains a high standard of work and seeks to improve continuously
- Focuses personal attention on the specific details that are critical to achieving results

Expectations:

- Must be willing to work a minimum of 35 hours a week
- Willing to travel and work some evenings and weekends across Saskatchewan
- Duration: June 19- August 12, 2023 (8 weeks with a flexible start date)

Ringette Saskatchewan thanks all candidates that apply, but only those selected for an interview will be contacted.

To Apply

Send a cover letter and resume by May 12, 2023 to:

Ringette Saskatchewan Executive Director, Andrea Kozan, by email:
executivedirector@ringettesask.com