



## Summer Sport Development Coordinators

Ringette Saskatchewan is seeking two (2) Sport Development Coordinators for 8 weeks, ideally starting June 17, 2024 (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:

- Be creative and develop a plan that includes games and activities 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
- Communicate with different camps to instruct Gym Ringette at their program
- 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
- Ability to work with young children
- Ability to demonstrate skills related to ringette and sport to young children
- Ability to accommodate to the situation or the needs of others
- Create a positive and encouraging environment for young children

**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
- Communicate with young children and youth to guide them through different skills related to ringette
- 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
- Collaborate with different programs
- 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: 8 weeks between June 10, 2024 and August 23, 2024

**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 April 22, 2024 to:

Ringette Saskatchewan Executive Director, Andrea Kozan, by email:  
[executivedirector@ringettesask.com](mailto:executivedirector@ringettesask.com)