



Games Services Assistant Job Opportunity

OVERVIEW

The 2023 Saskatchewan Winter Games Regina Host Organizing Committee is inviting applications for a Games Services Assistant.

First launched in 1972, the Saskatchewan Games are the province's biennial celebration of sport and community. The year 2022 marked the program's 50th Anniversary. The 2022 Games were postponed to 2023. They will involve over 1,800 athletes, coaches, and managers from every corner of the province. Athletes will compete in 17 sports from February 19 – 25, 2023 while representing Saskatchewan's nine Sport, Culture, and Recreation Districts.

DUTIES & RESPONSIBILITIES

The main objective of this position is to work closely with the Games Manager and leadership volunteers to prepare for the 2023 Games. Tasks will include, but are not limited to, the following:

- Assist in the organization, operation, and implementation of division work plans
- Administrative duties
- Preparation of games time materials and equipment, inventory, and distribution
- Event logistics, set-up, and tear-down
- Participation in promotional and volunteer recruitment events
- Working with and supporting specific Games divisions and committees such as Culture and Ceremonies, Sport, Venues, Logistics & IT, Safety & Security, and others as needed.

SKILLS & KNOWLEDGE

- Strong computer skills including spreadsheets and database experience
- Knowledge of the Google Suite (Google Drive, Google Docs, etc.)
- Well-organized with the ability to build, track, and maintain project plan details
- Experience or knowledge of sport is an asset
- Experience working with volunteers is an asset
- Ability to work in a team environment
- Ability to perform a wide range of physical tasks and be comfortable working outside in all types of weather
- A valid driver's license

This is a temporary, full-time position (30-35 hours per week) for the period of September 2022-February 2023. Occasional weekend and evening work can be expected. The successful applicant will be required to be available February 19-25, 2023 (Family day break week) for the Saskatchewan Games.

At the 2023 Saskatchewan Winter Games, we believe in diversity, inclusion, and equity and are committed to providing an equitable employment opportunity to all applicants.

The deadline to apply is August 23, 2023. Applications should include a cover letter and resume.

Applications can be emailed to:

Leanne Schellenberg

Games Manager

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