



JOB DESCRIPTION:

SUMMER PROGRAMS COORDINATOR- ARCHERY CANADA

Title: SUMMER PROGRAMS COORDINATOR
Type of Position: Full-Time - Term
Dates: June 21 - August 18, 2023 (8 weeks)
Location: Cambridge, Ontario
Reports to: Executive Director/Jr National Coach

Archery Canada is the National Sport Organization responsible for the promotion and development of the sport of archery in a safe and ethical manner. Archery Canada supports the achievement of high performance excellence in archery in all categories and the development of a national archery infrastructure to promote archery participation across Canada in cooperation with the Provincial/Territorial Archery Associations.

POSITION OVERVIEW

The SUMMER PROGRAMS COORDINATOR is responsible for providing support to the High Performance Director and Junior National Coach in the management of the outdoor Archery Canada Centre of Excellence (ACCE) and implementation of summer programs. The Coordinator will have the opportunity to gain valuable, practical experience within a Canadian National Sport Organization and to develop administrative and coaching skills for a career in sport.

CORE RESPONSIBILITIES & PRIORITIES

- Assist with national team program logistics and administration related to activities at the ACCE
- Assist with the organization and participant communications for the ACCE summer community programs
- ACCE archery program coaching
- ACCE set up, maintenance and upkeep
- Assist in ACCE Sponsorship and Donor stewardship
- Assist in ACCE member relations and administration of the registration process
- Provide assistance in the areas of social media support, monthly newsletter preparations and preparation of other program communication needs
- Assist with the development of new program initiatives



- Provide support in committee meeting organization and scheduling, including the preparation of meeting notes when requested
- Assistance with Member Services & Administration Support
- Additional duties as assigned

Desired Qualifications & Skills

Education & Experience

- This program is funded by the Canada Summer Job program. Eligible applicants must be between 15 and 30 years of age.
- Must be NCCP trained or certified in Archery
- Enrollment in a business marketing, communications or sport management program considered an asset
- Experience in program coordination or event management.

Key Competencies

- Ability to work in both Canadian Official Languages is an asset
- Working knowledge of the Canadian Sport System.
- Knowledge of Archery mandatory
- Strong organizational and time management skills with ability to establish priorities and work under tight timelines.
- Familiar with online software tools: Canva, Mailchimp, Survey Monkey, Asana
- Collaborative, with experience working with volunteers and committees.
- Proficient computer knowledge in G Suite and MS Office applications.
- Demonstrated strong interpersonal and communications skills.

COMPENSATION \$20-\$24 per hour, 35 hrs per week

HOW TO APPLY

Application deadline: June 16, 2022

Interested candidates can submit their resume and cover letter via email to Karl Balisch, Executive Director at kbalisch@archerycanada.ca

We appreciate the interest of all applicants however only those candidates selected for an interview will be contacted.



To be considered for this position, all applicants must be currently enrolled in a program approved by a university or college and require the internship for academic credit needed to graduate.