

2025 Sport Program Administrative Coordinator

Sask Rugby is hiring for 2 Sport Program Administrative Coordinator positions in Regina working out of the Sask Rugby office in Regina for the spring/summer of 2025. These positions will support the general operation of Sask Rugby, its various programs, and the rugby community. They will specialize in membership and registration support, team & event services, and

The full job description for these roles can be found below. To apply, please send your resume and cover letter to jobs@saskrugby.com with “Sport Program Administrative Coordinator” in the subject line.

General Information

Title: Sport Program Administrative Coordinator

Reports To: Executive Director

Hours: Full-time, 35 hours per week

Term: 8 weeks (either May & June or July & August)

Rate: \$17.00/hr

Job Duties and Key Responsibilities

Member Services

- Provide day-to-day support, assistance, and management of the National Registration and Insurance programs, acting as the first point of contact for members of the Saskatchewan rugby community with regards to these programs. This includes support and assistance with regards to the SportLomo system.
- Maintain inventories of Sask Rugby supplies and equipment including organization and labelling of storage spaces.
- Assist the Executive Director with specific projects relating to membership, registration, and administration.

Team & Event Services

- Provide day-to-day support and coordination for special events (e.g. Rookie Rugby Jamborees, Try Rugby Events, etc.) and team programming (i.e. Sask Rugby provincial teams).
- Support the logistical and administrative planning and operations for transportation, accommodations, event administration, volunteer recruitment and management, communications, facility booking, and equipment.
- Manage budgets relating to special events and team programming.
- Maintain any inventory specific to special events and team programming.

Social Media & Administration

- Capture photos and videos during Sport Program Delivery and Match Administration duties for use in Sask Rugby social media content while remaining respectful of any 3rd party (e.g. school, community program, camp) policies around use of images.
- Create and post social media content as directed.

- Assist with other matters relating to the administration of rugby in Saskatchewan as directed.

Key Skills and Competencies

- Proven high level administration skills with attention to detail.
- Effective written and verbal communication skills, ensuring that relevant information is communicated proactively and to the correct parties.
- Proven leadership skills with the ability to use initiative to achieve outcomes.
- Ability to handle multiple priorities in a busy office environment with periods of high volume.
- High Degree of resourcefulness and ability to work independently as well as a team setting.
- Excellent interpersonal, organizational and communication skills.
- Makes decisions and maintains composure in high-pressure situations ensuring the proper outcome according to Sask Rugby policy.
- Ability to foster and maintain a positive and inclusive environment that promotes continued rugby participation.
- Proficient in Microsoft Office (specifically PowerPoint, Word, Excel), Google Drive, and other computer based applications.

Availability

These positions will work out of the Regina Sask Rugby Office (1734 Elphinstone St) during regular business hours (between the hours of 8am and 5pm to be determined with supervisor). These positions may be asked to work different hours periodically to support special events for which notice will be provided.

Eligibility

These positions are hired with funding from the Canada Summer Jobs Grant program. Only individuals with the following characteristics should apply for these positions:

- Individuals between the ages of 15 and 30.
- Individuals with an ability to communicate effectively in the English language.
- Individuals with a legal right to work in Canada.

Application

To apply, please send your resume and cover letter to jobs@saskrugby.com with "Sport Program Administrative Coordinator" in the subject line. Only candidates selected for interviews will be contacted.