

## **Sports Activities Coordinator (Tely 10)**

### **Position Overview:**

NLAA is seeking a highly organized, detail-oriented Event Coordinator to join our dynamic team. The ideal candidate will be responsible for planning, executing, and managing the Tely 10 Road Race, ensuring that the event runs smoothly and efficiently. This role requires excellent communication skills, strong customer service abilities, and a passion for the sport. The Event Coordinator position is essential for the successful delivery of the Tely 10 Mile Road Race.

Rate of Pay: \$18.50 per hour plus 4% vacation pay (35 hours/week) (flex-time will be required)

Period of employment: May 11 – July 11, 2026

### **Key Responsibilities:**

- Assist the NLAA Executive Director with administrative tasks, including reporting, office support, and answering emails and phone calls.
- Support event operations, logistics, and volunteer coordination.
- Oversee the preparation of race kits, Expo/bib pickup, and venue setup.
- Manage the setup and teardown of the event's start and finish areas, including cleanup, event signage, the awards stage, racecourse, barricades, start and finish lines, and the Expo.
- Ensure the integrity of registration data.
- Identify volunteer needs, define positions and responsibilities, and manage the recruitment, assignment, and duties of race volunteers.
- Perform regular physical counts of supplies and maintain accurate, up-to-date inventory records.
- Maintain confidentiality of sensitive information in accordance with company policies.
- Provide support for other NLAA events and programs as needed.

### **Experience, Requirements, and Desired Skills:**

- Previous experience or education in sports administration or management is preferred.
- A proactive attitude towards problem-solving and a willingness to learn new skills.
- Possesses strong written and verbal communication skills, along with excellent phone etiquette.
- Ability to work collaboratively and independently as part of a team.
- Proficiency in Google Workspace, word processing, and other technology platforms (e.g., Open Office).
- Detail-oriented and highly organized.
- Ability to manage multiple tasks efficiently while maintaining a high level of organization.

- Time management skills to meet deadlines in a fast-paced environment.
- Proficient in data management, including spreadsheets.
- Completion of the CAC Safe Sport Training.
- Willingness to obtain a Criminal Record Check with a Vulnerable Sector Check.
- This position may require lifting and moving equipment at event venues.

If you are passionate about creating memorable experiences and have the skills to thrive in this role, we encourage you to apply today!

## **Applicant Eligibility**

*(As per Canada Summer Jobs Grant requirements)*

- Between 15 and 30 years of age at the start of employment.
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*.
- Possess a valid Social Insurance Number and be legally entitled to work in Canada.

## **How to Apply**

Applicants must **sign in with a Google account** to upload their cover letter and resume. Please use the provided application link to submit the required documents.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

**Application Deadline:** May 11, 2026