

## Sports and Recreation Leader (Track and Field)

Newfoundland and Labrador Athletics Association is now accepting applications for the **Sports and Recreation Leader position** through the Canada Summer Jobs program. This role offers a unique opportunity to gain leadership experience within the provincial sport system, supporting both the strategic operations and the high-performance events of NLAA.

### Position Details

- **Term:** May 25, 2026 – July 18, 2026 (8-week contract)
- **Hours:** 35 hours per week
- **Rate of Pay:** \$18.50 per hour plus 4% vacation pay (35 hours/week) (flex-time will be required)
- **Location:** Hybrid - in office, remote, throughout province as necessary.
- **Reporting to:** Executive Director

### Primary Responsibilities

The Sports and Recreation Leader will play a key role in supporting the organization's administration, operations, and event delivery. Key duties include:

- **Executive Support:** Assist the Executive Director with administrative tasks related to provincial reporting, grant writing, and sponsorship and partnership development.
- **Operational Management:** Support membership management tasks and oversee the maintenance of organizational records.
- **Strategic Communications:** Assist in executing the NLAA marketing and communications strategy, including social media management and community engagement.
- **Event & Logistics Coordination:** Work alongside the Program and Events Coordinator to manage logistics for summer competitions and provincial events.
- **General Support:** Contribute to other NLAA projects and duties as required to support the provincial sport community.

### Experience, Requirements & Beneficial Skills

- **Education:** Previous experience or current enrollment in Sports Administration, Kinesiology, Management, or a related field.
- **Technical Skills:** Proficiency in Gmail, Docs, Sheets, and Drive and various social media platforms used as professional marketing tools.
- **Communication:** Strong written and verbal communication skills; ability to interact professionally with stakeholders and members.
- **Organization:** Highly detail-oriented with the ability to manage multiple priorities independently and as part of a team.

- **Certifications:** Completion of CAC Safe Sport Training (or willingness to complete).
- **Clearances:** Willingness to obtain a Criminal Record Check with Vulnerable Sector Check.
- **Logistics:** Must have a valid driver's license and access to a vehicle. This position involves physical activity, including lifting and moving equipment at event venues.

## **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