



Job Title:	Program Support Coordinator		
Organizations	Sport PEI & ParaSport & Recreation PEI		
Location:	Charlottetown		
Position Type:	Summer position – 14 weeks		
Date Posted:	April 27, 2018	Deadline:	May 4, 2018
Applications Accepted By:			
E-MAIL: sports@sportpei.pe.ca	MAIL: Sport PEI 40 Enman Crescent Charlottetown, PEI C1E 1E6		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Assist the ParaSport and Recreation PEI Program Coordinator with program planning and implementation; • Promote ParaSport and Recreation PEI Programs by offering sport demonstrations through “Try-It” sessions and/or at summer camps and community festivals and events; • Organize movement preparation training/activities; • Attend/support Sport PEI programming, including: KidSport, Coaching, She’s Good, She Leads, Future Elites, etc. • Assist with fundraising initiatives; • Assist with a review and updates of the organization’s policies and procedures; • Update databases- equipment and membership. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be between 15 and 30 years of age • Were registered as a full-time student in 2017-2018 • Intending to return to school on a full time basis in 2018-2019 • Are attending a secondary or post-secondary school • Studying Kinesiology, Sport Management, or have experience in sport. <p>ADDITIONAL NOTES</p> <p><i>Valid Drivers License is required</i></p> <p><i>Job will require some lifting</i></p>			