

Nova Scotia 55+ Games Antigonish, 2019
Job Description: Provincial 55+ Games Assistant

General Accountability

Reporting directly to the Organizer of the Provincial 55+ Games, Antigonish, this individual will work closely with the lead organizer and the Nova Scotia 55+Games Antigonish, 2019 organizing committee to plan a highly-organized 2019 Provincial 55+Games being held in Antigonish in August. This includes attending regular meetings with the 2019 Provincial 55+ Games, Antigonish Organizing Committee to provide progress reports on the games.

Specific Duties

- Takes direction from the Organizer of the 2019 Provincial 55+ Games Antigonish;
- Plans, coordinates and evaluates 2019 Provincial 55+ Games;
- Monitors day to day operations leading up to the games;
- Enforces health and safety procedures;
- Distributes communications to the games participants as per the lead organizers instructions;
- Receive and organize all Game registrations;
- Order supplies and confirm outside contract work for the games;
- Create and organize spreadsheets;
- Provide Bi-Weekly reports to the Organizing Committee;
- Process payments as they are received;
- Contact event leaders to ascertain needs for their events.

Competencies

- ♦ Organized: Must have high level of organizational and office management skills;
- ♦ Knowledge Base: Must have good Knowledge base of Recreation material;
- ♦ Must have exceptional work ethics and have the ability to prioritize tasks;
- ♦ Must have high Customer service standards.

Qualifications:

- Must be a returning student;
- Experience in working with Seniors;

- Knowledge in program development;
- Excellent Conflict Resolution skills;
- Current First Aid/CPR;
- Valid driver's license;
- Recent Police check.

Start Date: May 21st, 2019

Salary: \$11.55/hour

To Apply: Please e-mail cover letter along with resume by 4pm, May 9th 2019 to:
Michelle Cameron at antigonish55plusgames@gmail.com