



**Position Title: Winter Program Assistant**

**Term:** September 27 – December 17, 2021; 35 hrs a week; daytime/nights/weekends (*Start and end date, negotiable*) **Location:** Erin Woods, Calgary AB

**Reporting To:** CEO

**Compensation:** \$15 per hour, based on a 35-hour week

**About KidSport Calgary and Area**

KidSport™ Calgary and Area is a local non-profit organization that supports low-income families with their kids, sport registration fees. Since inception in 1995, KidSport Calgary has supported over 55,000 kids and distributed over \$15 million, locally raised, dollars back into our communities, sport clubs and organizations. This is made possible through fundraising events, grants, sponsors and individual/corporate donations. Dollars raised here, stay here to support local kids with accessing their sporting dreams.

**Job Description:**

The Winter Program Assistant will play a key role in supporting the mission of the organization. This role will be primarily assisting with office admin support and supporting the Calgary Flames Sports Bank. The ideal candidate is someone who understands the positive benefits learned from sport and is passionate about helping get more kids off the sidelines and into the game! This role is funded by the Canada Jobs Grant and applicants must be under 30 years of age.

**Job Specifics:**

OFFICE SUPPORT

- Take a primary role within the KidSport application process
- Responds to telephone inquiries and provides service to guests visiting the office
- Opportunity to learn from and work with all members of our team

CALGARY FLAMES SPORTS BANK SUPPORT

- Working with the CFSB team to set appointments and assist in outfitting approved applicants.
- Assist volunteers with equipment sorting, sanitizing and storing

FUNDRAISING PROJECTS

- Support third-party fundraising events

**Requirements:**

- Knowledge and interest in sports
- Current Calgary Police Background Check
- Proficient in Microsoft office, database entry and quick to learning new systems
- Excellent attention to detail and organizational skills
- Understanding and empathy for the diverse set of families we support
- Patience with clients that speak English as a second language
- Ability to work independently, as well as in a team dynamic
- Strong verbal and written communication skills

**Please note that this is an in-office position where all current AHS Covid-19 guidelines and restrictions will be followed.**

Interested individuals should apply via email with their cover letter & resume to Kelly Oehlerking at [kellyo@kidsportcalgary.ca](mailto:kellyo@kidsportcalgary.ca)

**Deadline to apply is Friday, September 17th, 2021 at 4pm.**

So **ALL** Kids Can Play!

KidSport.ca