**Position Title** – Summer Program Assistant

**Term** – May 16 – September 2nd, 2022; 35 hours per week; daytime/nights/weekends

**Location** – Office is located in Erin Woods SE Calgary

**Reporting** – Manager Finance & Client Services

**Compensation** - $17 per hours, based on 35 hour work week

**About KidSport Calgary & Area**

KidSport Calgary & Area is a local social profit organization that supports low-income families with their kids, sport registration fees. Since inception in 1995, our local KidSport chapter has supported over 58,000 kids and distributed over $15.3 million, locally raised, dollars back into our community, sport clubs and organizations that KidSport kids play in. This is made possible through strong outreach, fundraising events, grants, sponsors, donors, and partners. Dollars raised here, stay here to support local kids and their access to sport.

**Job Description:**

The Summer Program Assistant will play a key role in supporting our organizational mission and purpose. This role will be primarily assisting with office admin, data tracking and community outreach. The ideal candidate is someone that understands the positive benefits learned from sport and is passionate about helping get more kids off the sidelines and into the game!

**Job Specifics:**

Office Support

* Take a lead role within the KidSport application process
* Respond to telephone and email inquiries, while also providing support to clients and guests visiting the office
* Work closely with the Calgary Flames Sports Bank team on appointment bookings and scheduling

Community Support

* Support the team with community events, fundraisers and outreach projects
* Work closely with our sport clubs partners on the application program and outreach opportunities

Special Projects

* Work closely with the team on growing the KidSport Recycling program
* Lead a data collection project with our community sport club partners

**Requirements:**

* Knowledge and interest in sports
* Current Calgary Police Background Check
* Proficient with Microsoft Office, Microsoft 365, data entry
* Quick to learn new systems
* Excellent attention to detail
* Understand and empathy for the diverse set of families we support
* Patience with clients that often speak English as their second language
* Ability to work independently and in a team environment

Interested individuals should apply via email with a cover letter and resume to Lisa Parham [lisap@kidsportcalgary.ca](mailto:lisap@kidsportcalgary.ca)

Deadline to apply is Monday May 9th 2022 at 12pm MT