



KILLICK COAST GAMES COORDINATOR **(ONE POSITION)**

About Torbay

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

The Position

The Town is currently searching for motivated, well organized, and energetic individual with strong leadership skills to oversee the 2023 Killick Coast Games. The Killick Coast Regional Games are a regional games program designed to bring physical activity and friendly competition amongst youth ages 11-17 within the municipalities that make up the Killick Coast region including; Torbay, Pouch Cove, Bauline, Flatrock, Portugal Cove/St.Philip's and Logy Bay-Middle Cove-Outer Cove. Since it's incorporation in 2006, the Killick Coast Games have provided youth the opportunity to participate in sport such as; Basketball, Ball hockey, Softball, Soccer and Cross-Country Running throughout the week-long tournament.

Under the supervision of the Youth and Seniors Coordinator of the Town of Torbay, The Killick Coast Games Coordinator would ideally be a sports-minded individual with strong communication & planning skills and who will be the lead in preparing for and day-to-day operations of the 2023 Killick Coast Regional Games.

Job Duties / Responsibilities:

Throughout the employment period of the role of Killick Coast Games Coordinator, the employee's responsibilities will include but are not limited to:

- Reviewing all team and individual registration forms.
- Scheduling games for all tournament games including playoff games.
- Taking inventory of sporting equipment and ordering equipment needed for the games.
- Ordering medals, team uniforms, and supplies.
- Planning and organizing opening and closing ceremonies.
- Scheduling and overseeing referees for each game.
- Act as the frontline person for all game/rule inquiries.
- Liaise with other Town recreational personnel and coaches.
- Communicate and work with members of each town's Recreation department.
- Consulting the Killick Coast Games manual for guidance and clarity.
- Provide excellent communication skills and assist the communications coordinator with updating the website and social media accounts regarding scheduling.

Qualifications and Experience

- Experience working with children and youth of all ages.
- Excellent communication skills with both adults and children.
- Supervisory experience including dealing with staff, the general public and children.
- Proven ability to solve problems independently.
- Experience in planning and implementation of events.
- Prior supervisory experience.
- Strong background and understanding of sports.
- Previous leadership experience and/or the ability to lead a team.
- Must be available throughout the week of the games (August 20th – 25th), including evenings.
- Applicants must be 17 years of age or older.
- Must be able to provide an updated RNC Certificate of Conduct, including a vulnerable sector check.
- Must hold a valid certification in Standard First Aid CPR Level C with AED.

Period of Employment

Killick Coast Games Coordinator: May 4th, 2023 – August 27th, 2023

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence to Mark Whalen, Director of Human Resources at mwhalen@torbay.ca **no later than 4PM on Friday March 3rd, 2023.**

Successful applicants must be available to attend mandatory training sessions which will be held during daytime, evening and/or weekend hours.

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.