



RSEQ GMAA – Sports Coordinator

The RSEQ (Réseau du Sport Étudiant du Québec) Greater Montreal is a non-profit organization that coordinates regional athletic competitions organized by educational institutions in the Greater Montreal area. The RSEQ GMAA contributes to educational perseverance and success, as well as personal development, by promoting health, sports, and physical activity within the student environment.

As a key partner in promoting educational success through sport, physical activity, and healthy lifestyle habits, the RSEQ GMAA serves English School Boards and English Private Schools in its region.

The RSEQ GMAA is seeking a dynamic individual to ensure the efficient and meticulous management of leagues and activities under our responsibility. The ideal candidate is reliable, independently motivated, and aligns with the values of the current team and the RSEQ.

The Sports Coordinator plays a key role in planning, organizing, implementing, promoting, and evaluating the organization's activity programs.

This is a maternity leave replacement position.

Under the authority of the Executive Director and in collaboration with the Senior Sports Coordinator and the Elementary and Sportsmobile Coordinator, this position will assume the following tasks and responsibilities:

- Develop and implement activities and documentation aligned with organizational objectives and anticipated results (e.g., sports leagues, tournaments, special events, healthy lifestyle programs).
- Collaborate with coaches, referees, and schools in the Greater Montréal area to provide a safe, competitive, and enjoyable sports experience for student-athletes.
- Coordinate activities and programs, including entering results.
- Ensure the modification and application of regulations, making appropriate recommendations. This includes updating handbooks to meet the leagues' needs while aligning with each specific sports federation's handbook.
- Assist in developing the annual activity calendar and produce and revise the calendars for leagues, events, and meetings.
- Prepare league budgets and track team registrations and payments.
- Oversee the implementation of leagues and events in various sports programs, including managing and updating online team and player registrations using the S1 program.
- Participate in the organization and facilitation of meetings (prepare meeting materials, distribute documents, follow up on action items, etc.).
- Represent the RSEQ GMAA at organization events, providing support and ensuring the smooth execution of each event.
- Initiate and participate in the evaluation process of activities.
- Organize and lead working committees (coaches' meetings, provincial meetings, etc.), perform follow-ups, write reports, and publish documents (meeting preparation, minutes, follow-ups, etc.).
- Organize and recruit volunteers for tournaments and special events.
- Collaborate on joint projects with various organizations in the associative, municipal, and educational sectors, including the organization of RSEQ Provincial Championships.
- Contribute to updating and improving the website (texts, visuals, videos, etc.).
- Manage and engage with the organization's social media platforms (Facebook, Instagram).

SPORT. EDUCATION. PRIDE.



G M A A

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Requirements

- Completed degree in business administration, leisure, recreation, physical activity, or a related field.
- Fluency in English and working knowledge of French.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, and WIX (website design).
- Excellent communication skills and the ability to work effectively in a team environment.

Aptitudes

- Dynamic, autonomous, open-minded, and flexible.
- Customer service oriented.
- Excellent organizational skills.
- Strong analytical and summarization abilities.
- Ability to adapt and prioritize tasks.
- Capacity to make effective, real-time decisions in fast-paced environments.
- Able to manage multiple projects simultaneously.
- Willingness to contribute to the growth of the organization and the RSEQ.

Additional Skills

- Experience with S1 (sports league management software), AVS (track & field software), and Splash (swimming software) are an asset.
- Knowledge of the Réseau du Sport Étudiant du Québec (RSEQ) is an asset.
- Familiarity with the education sector is an asset.

Working Conditions, Workplace & Remuneration

- Start Date: January 6, 2025
- End Date: June 20, 2025 (24-week contract with possibility of renewal)
- Hours: Approximately 35 hours/week
- Occasional evening and weekend work required.
- Travel to various locations in the Greater Montreal Area is part of the job responsibilities. A valid driver's license and access to a reliable vehicle are required.
- Office location: Monkland Village, Notre-Dame-de-Grace, Montréal, QC.
- Possibility of hybrid work, according to the event calendar and the current organizational policy.
- Remuneration in accordance with the organization's HR policy. Starting at approximately \$27.50/hour.

Are you interested in this opportunity?

Send your resume and cover letter by email to: Ms. Amanda Maks at amanda@gmaa.ca

Application Deadline: Friday, November 1, 2024

Only candidates who are shortlisted will be contacted.