


<p>Job Title: Administrative Assistant Employment Status: Seasonal 40 hours per week Wage: \$17 per hour # of positions: 1 Reports to: Head Coach Start Date: April 25, 2022 16 weeks Contact: admin@sncc.ca Website: sncc.ca</p>	<p style="text-align: center;">South Niagara Canoe Club</p>  <p>The mission of SNCC is to be a home for paddle sports in Niagara, offering a variety of programs from recreational to advanced and across the full spectrum of ages and abilities.</p>
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Job Description

The SNCC Administrative Assistant is focused on administrative support for a variety of club functions, including scheduling of club activities, support and coordination of club fundraising projects, participation in promotion and recruitment activities, assistance to registrar to oversee memberships and enrollments, organizing and digital tracking of equipment/facility care and maintenance, website and social media administration, and leadership/tracking of club volunteer program. This position has an additional role of providing regatta/competition support for the recreational and competitive aspects of the club, including organization of equipment and volunteers to ensure readiness for both fun and competitive competition situations. This person will be dealing with coaching staff, the Board of Directors and a wide variety of participants spanning youth and their parents, adult, and seniors, as well as persons with disabilities, special needs and beginners to the sports of canoe, kayak, outrigger and dragon Boat. The Administrative Assistant will work with the support of the SNCC Board of Directors and will report to both the Commodore and Head Coach of SNCC.

Qualifications: The ideal candidate will have

- Fundraising experience
- Computer skills
- Social media skills
- Experience working or volunteering at a non-profit sport club