



## ***Sepak Takraw Saskatchewan Inc. (STAS)***

***"Get Active, Get Your Kicks!"***

1280 Cameron St. · Regina, SK · S4T 2T1 · Canada

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**Job Title:** **SUMMER RECREATION COORDINATOR / OFFICE ASSISTANT**

**Office Location:** 1280 Cameron St. Regina, SK

**Number of Opportunities:** This is ONE opportunity.

**Start Date:** May 7, 2012 **End Date:** August 31, 2012 (with some days off in between)

**Student will be working:**  Full-time Position

**Weeks/Days/Hours required:** 16 weeks 40 hours per week \$13.00/hr.

### **Job Description:**

- Summer Sepak Takraw (Kick Volleyball) Program planning, communications, promotion and leadership;
- On 4 regular scheduled days/times per week (3 week days 6 – 8:30 pm, and Saturdays 3 – 5:30 pm), set up outdoor Sepak Takraw courts and banners in 4 specified locations throughout Regina and facilitate drop-in games as well as teach the basics of how to play the game to newcomers;
- Help organize and run local Sepak Takraw tournaments during special summer festival events;
- Ensure that there will be a good video and still picture journal of summer's activities (camera supplied);
- Answer the phone, take messages, forward emails and other typical "Office Reception" tasks;
- Put up posters and liaise with Aboriginal Community Associations/Groups, Asian Cultural Associations, Youth Groups, Recreation Centers, the Open Door Society, etc., to recruit participants;
- Information compilation & basic data entry (contact info. for members, customers, potential sponsors);
- Web site updating (instruction will be provided);
- Receive, pack and mail Sepak Takraw equipment & materials orders.

### **Required Student Skills, Competencies and Preferred Field of Study:**

- Resourceful, enthusiastic, ability to carry a good rapport and work well with teenagers, especially those of Aboriginal and other diverse ethnic backgrounds, including newly immigrated Canadian youth;
- Physically fit, willing to learn to play and teach Sepak Takraw...**NO PRIOR EXPERIENCE NECESSARY**;
- Self-motivated and able to work independently – can start and complete tasks with or without supervision;
- Strong time management and organizational skills;
- Previous involvement with organizing any kind of event/tournament would be an asset;
- Good writing skills and would be an asset;
- Advanced computer skills with (MS Office 2010) and database usage would be an asset;
- Ideal Candidates may be: Education Student majoring in Physical Education; Kinesiology Student; Business Administration Student with experience and an interest in Recreation/Sports;
- **Applicants MUST attend ONE current Sepak Takraw practice TO GET AN INTERVIEW ... days/times are Tuesdays & Fridays 6 – 8 pm, at Souls Harbour Gym, corner of Dewdney Ave. & Athol St.**

**Email Resumes to:** [\*\*info@SepakTakrawSask.ca\*\*](mailto:info@SepakTakrawSask.ca)