



Position: Summer Camp Coordinator
Term: May 1, 2025 – August 29, 2025
Salary: \$22.00 – 28.00 per hour
Location: Yellowknife
Reports to: Executive Director

The NWT Soccer Association (NWT Soccer), in collaboration with its partners and members, strives to foster positive change in the lives of residents of the Northwest Territories.

NWT Soccer is working to offer sustainable territory-wide programs and services for members to succeed in soccer and futsal.

Position Overview

The Summer Camp Coordinator will work with the Program Coordinator, Executive Director and partners to provide efficient services to the NWT Soccer membership.

Specifically, the Summer Camp Coordinator is responsible for the organization and delivery of the NWT Soccer Outdoor Summer Camps within the NWT.

Activities & Duties

1. General Office Administration
 - Liaise with member clubs, leagues, sport partners and other community groups as required.
 - Respond to phone and email inquiries and forward to the appropriate staff or board member.
 - Other tasks required by the Executive Director.
2. Event Coordination
 - Organization and delivery of the NWT Soccer Summer Camps in the NWT.
 - Hiring, training, and managing additional camp staff.
3. Communications
 - Assist in managing all communication platforms (Facebook, Twitter, Instagram & Website).

Preferred Qualifications

1. Educational Background
 - Preference given to currently registered as a **full-time student or recent graduate** in the following fields: sport and recreation, business, event management, communications, or related field.
2. Coach Education
 - Holds, at a minimum, a Soccer for Life or willing to obtain.
 - At least three (3) years' experience coaching children under the age of 12.



- Completion or willingness to obtain the following certifications (online):
 - [Respect in Sport for Activity Leaders](#)
 - [Making Ethical Decisions Evaluation](#)
 - [Making Headway E-Learning](#) (Soccer)
 - [Emergency Action Plan](#)
 - [Safe Sport Training](#)

- 3. Knowledge, Skills & Abilities
 - Knowledge and experience in event planning.
 - Ability and experience speaking to and facilitating groups.
 - Knowledge/experience of social media, website management and creating electronic publications.

- 4. Proficiency in the use of technology, including but not limited to:
 - Office 365
 - Canva
 - Social Media Platforms

- 5. Additional Requirements
 - Satisfactory criminal records check, and vulnerable sector check required with application.
 - Standard First Aid Level 1, CPR & AED

Closing Date is **Wednesday, March 12, 2025 4:30 PM MST.**

Please forward your cover letter and resume to: Melanie Thompson, Executive Director
Email: executivedirector@nwtsocket.ca. *Only those selected for an interview will be contacted.*