



## **Activities Coordinator Position**

Les Loisirs de Stanbridge East Sports Association is actively searching for a reliable candidate to take on the responsibilities of Activities Coordinator.

The Activities Coordinator's main role is to manage, plan and organize various activities that are held throughout the year in Stanbridge East.

### **RESPONSIBILITIES**

- Act as the official spokesperson for the organization
- Oversee the application of programs
- Assist with administration/committee tasks
- Attend the monthly board meetings
- Coordinator hall rentals
- Apply for grants that could benefit the organization/community

### **REQUIREMENTS**

COMMUNITY ORIENTED and STRONG PASSION FOR VOLUNTEERISM, as well as:

- Enjoy working with the public
- Strong understanding of computers and various programs (Google docs, Microsoft Office, Canvas, Zoom etc)
- Comfortable publishing on Social media
- Valid drivers license (need to meet renters, pick up orders for certain activities, supplies, etc)
- Bilingual
- Detail Oriented
- Organized
- Team Player
- Flexible on job duties

### **CONDITIONS**

- 15 Hours per week (Occasional weekend activities per month)
- Salary to be discussed with hiring committee during interview.
- Position to start training as of April 2025

**DEADLINE TO APPLY: March 11, 2025**

Please send your CV to [\*\*stanbridgeeastsports@gmail.com\*\*](mailto:stanbridgeeastsports@gmail.com)

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