



**Position Title:** Office Coordinator

**Summary of Position:** As a member of the Sport Yukon staff team, and under the direction of the Executive Director, the Office Coordinator provides reception and administrative support for programs and services offered by Sport Yukon and Sport Yukon's membership organizations. As well, the Office Coordinator is the solitary fund administrator of the Kids' Recreation Fund.

**Key Duties and Responsibilities:**

**a) Administration**

- Answer telephone calls and redirect where appropriate
- Respond to or redirect emails where appropriate
- Provide information about Sport Yukon and Sport Yukon's membership organization's programs and services to the general public
- Oversee information displayed on bulletin boards and keep up-to-date
- Receive registration and payment and issue receipts for Sport Yukon and their member organization's programs and events
- Maintain appearance and current information on Sport Yukon's website (members, events, contacts, programs, photos, etc.)
- Process incoming mail and direct to the appropriate person or organization
- Maintain the calendars, bookings and keys for the boardrooms
- Maintain an inventory of administrative, janitorial, and building supplies and order as needed
- Maintain a current list of Sport Yukon memberships and their contacts
- Assist in the preparation and mailing of invoices for services and rent
- Develop a basic to detailed understanding of technical equipment in building and provide support to those using it (computers, Smart TVs, Apple TV, fax machine, photocopier, postage machine, projector, etc.)
- Maintain an equipment library and loan service (megaphones, stopwatches, safety vests, etc.)
- Update and maintain front-end appearance (clothing racks, signs, display cases)
- Maintain organization and tidiness of accounting office and backroom
- Maintain inventory of left over Klondike Road Relay, Sport and Team Yukon gear
- Place food orders for Sport Yukon Board and other meetings as requested

**b) Programs**

**a) Administration of the Kids' Recreation Fund**

- Process incoming program applications
- Keep a detailed spreadsheet of all processed applications
- Work with the committee to modify and update application and guidelines as necessary and to determine options for clients with special circumstances
- Prepare and provide quarterly and annual reports for funders (H&SS and SARB)
- Manage invoicing of accounts payable for the Yukon Sport Trust Fund
- Answer any questions clients may have and assist with their application process as needed

- Apply for funding and process application for the Canadian Tire Jumpstart Program
  - Attend annual meeting for the Canadian Tire Jumpstart Program
  - Work with the staff at the City of Whitehorse's Canada Games Centre to host their annual KRF fundraiser - Spooktacular
  - Research and develop annual KRF fundraising event through Sport Yukon (new)
- b) Administration of the National Coaching Certification Program
- Work with Provincial/Territorial Coaching Representative and course facilitators to organize course dates
  - Take registration and payment from participants
  - Keep spreadsheet of course participation
  - Communicate with participants about changes to course times/location, confirm participation, etc.
- c) Social Media Coordination and Administration
- manage social media channels, including Facebook, Website, Twitter, and
  - Engage in social media presence, with creation on new and emerging social media platforms
  - Create dynamic written, graphic, and video content
  - Create content that promotes audience interaction, increases audience presence on Sport Yukon sites, and encourages audience participation
- c) Support**
- a) Assist with preparation and delivery of the Klondike Road Relay, Sport Yukon's Awards Night, and Team Yukon at Arctic Winter Games, Canada Summer and Winter Games, and Western Canada Summer Games
- Receive registrations and fees
  - Communicate with participants and organizers
  - Prepare and mail information packages
  - Assist with booking and setup of facilities (pep-rally, check points, volunteer night, etc.)
  - Receive and organize event clothing for distribution (KRR shirts and volunteer swag, Team Yukon uniform)
- b) Building
- Communicate with compost and recycling contractor for pick-ups and changes to services
  - Ensure recycling is organized properly for pick-up by contractors (plastics in clear bag, items sorted properly, cardboard broken down)
  - Refill pop machine and order supplies as needed
  - Maintain cleanliness and appearance in boardrooms and kitchen
  - Water plants
  - Keep walkways clear of snow and ice, salt walkway
- c) Other
- Assist Executive Director and perform other related duties as requested
  - Assist Program Coordinator and Physical Literacy Coordinator as needed
  - Work irregular or additional hours in relation to events when necessary

**Compensation:** The salary range for this position is \$42,000 to \$45,000 per annum