

## Job Posting: Summer Student Sports Administrator



**Location:** 150 Nelson Road, Saskatoon, Saskatchewan

**Application Deadline:** 9:00pm CST on Monday, March 23, 2026

**Employment Type:** Temporary Full-time

**Employment Dates:** April 20 – August 29, 2026

**Wage Range:** \$17.35 per hour

Saskatoon Adult Soccer Inc. (SAS) is seeking a dynamic and highly organized **Summer Student** for hire. The ideal candidate will have strong communication skills, passion for soccer and experience in program management.

SAS is governed by a Board of Directors and operated by three full-time staff. SAS runs adult recreational sanctioned soccer leagues throughout the entire year offering both an indoor winter league and an outdoor summer league. The Summer Student reports to the Executive Director.

The hours of work will primarily be from 9:00am to 5:00pm Monday to Friday. Any deviations from the regular hours will be identified well in advance.

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### Key Responsibilities:

- **Event Planning & Management:** Assist in organizing and managing league matches and special events, ensuring smooth operations and positive participant experiences.
- **Communication & Community:** Assist in addressing inquiries and fostering a positive community atmosphere.
- **Technical Support:** Offers guidance to players and team contacts on the RAMP registration system and website.
- **Collaboration:** Work with fellow staff to align programs with SAS's mission and strategic goals.
- **Administrative Duties:** Maintain records, create registration forms on RAMP, prepare reports, make player ID cards, and perform other administrative tasks as required.
- **Oversee Fields and Equipment:** Maintain equipment at fields and monitor conditions.

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### Qualifications:

- **Experience:** Minimum of 2 years in a coaching, officiating, coordination, or administrative role in soccer or sports management is preferred.
- **Education:** Relevant post-secondary education in sports management, coaching, or a related field preferred.

- **Certification:** Preference is given to candidates with related post-secondary certification and/or related office experience.
  - **Skills:**
    - Strong organizational and time-management abilities.
    - Excellent verbal and written communication skills.
    - Ability to work independently and as part of a team.
    - Understand and demonstrate ethical behaviour and business practices consistent with the values of our organization.
    - Proficient in Microsoft Office Suite and other basic software tools.
  - **Knowledge:** An understanding of soccer techniques, tactics, and rules is an asset.
  - **Personality:** Passionate about soccer, detail-oriented, and comfortable working with people of diverse backgrounds and skill levels.
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#### **How to Apply:**

Interested candidates are invited to submit a cover letter and resume to [executivedirector@saskatoonadultsoccer.com](mailto:executivedirector@saskatoonadultsoccer.com).

Please include "**Summer Student Application**" in the subject line. Applications will be reviewed on a rolling basis. Only those selected for further consideration will be contacted.

We prefer the inclusion of References with the cover letter and resume submission.

**Saskatoon Adult Soccer Inc. is an equal opportunity employer.** We encourage applications from individuals of all backgrounds and experiences.

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