



Bowls Sask Office Manager (Part-Time – 20 hours per week)

Bowls Saskatchewan is the Provincial Sport Governing Body (PSGB) for the sport of Lawn Bowls and is governed by a volunteer Board of Directors. Its daily operations are overseen by an Office Manager and volunteer committees.

Bowls Saskatchewan is looking to fill the part-time position of Office Manager in Regina.

Key Responsibilities

- Program management and administration of Bowls Sask programs
- General office and accounting duties
- Submission of Sask Sport Funding Applications and follow-up reports
- Organizes, prepares materials, and takes minutes at Board meetings, including the Annual General Meeting
- Organizes and prepares materials for the Committee Meetings
- Liaison with member clubs and Sask Sport
- Be respectful and professional with the Board, Committee Members, the membership, and external parties
- Other duties as assigned by the Board of Directors

Qualifications

- Accounting and computer skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Experience working with a PSGB or volunteer organization is an asset
- Excellent interpersonal and communication skills
- Ability to prioritize the workload to meet deadlines
- Work well independently

To apply

Please submit your application to bowlsask@sasktel.net