

ACTIVITIES DIRECTOR (Full-Time Non-Union Position)

Lakehead District School Board and Thunder Bay Catholic District School Board are seeking an Activities Director. Reporting to the Director of Education, the successful candidate will:

- organize and administer all inter-school sports & activities at the secondary level;
- provide leadership and support in the area of elementary school activities;
- develop yearly activities calendars including league schedules, draws and results for elementary and secondary sporting events;
- budget and manage finances for all activity programs;
- manage volunteers, convenors, event staff, assistant activities director, co-op students and other personnel involved in activity programs;
- plan and book all Regional and Provincial travel related to school sport;
- serve as director of SSSAA and Secretary/Treasurer for NWOSAA including all associated responsibilities as members of OFSAA; and
- other duties as assigned.

EDUCATION

- a university degree or college diploma in sports management or related field preferred.

EXPERIENCE

- five or more years experience working in sports and sporting events is preferred; and
- past experience working in education is an asset.

CERTIFICATIONS OR DESIGNATIONS

- computer skills in Microsoft Excel required; and
- knowledge and understanding of risk management and concussion protocols is an asset.

OTHER SKILLS REQUIRED

- organized, trustworthy with ability to work well with others;
- strong problem-solving skills and initiative;
- excellent communicator with confidence in public speaking; and

- ability to manage multiple tasks and work in time sensitive environment.

SALARY RANGE

\$91,863 to \$111,645

Applications must include a cover letter and a complete resume of qualifications and experience and the names of two references plus the name of the candidate's recent immediate supervisor with telephone numbers on a signed reference check consent form (available on the Board's website). Referees may be contacted to clarify, validate and/or provide additional information to the selection process and may be called prior to the interview process.

Applications are to be submitted to: Sherri-Lynne Pharand, Director of Education, Lakehead District School Board, 2135 Sills Street, Thunder Bay, ON P7E 5T2 or may be submitted by email to spharand@lakeheadschoools.ca by **4:00pm on Wednesday, June 4, 2025.**

The Board thanks all applicants for indicating their interest in this position; however, only those selected for a personal interview will be contacted.

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Confidential information provided by applicants will be used for the purposes of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process. If you require accommodation, please contact Human Resources (accommodation@lakeheadschoools.ca) so that appropriate arrangements may be made.