

AVAILABLE POSITION

Assistant Activities Director (10-Month Position)

1. **Role:**

Reporting to the Activities Director, this position will:

- provide support in the area of school activities;
- be responsible for the administration of various activity programs;
- responsible for website development and maintenance;
- facilitate tournament draws and race results for elementary and secondary sporting events;
- develop schedules and manage calendar for a variety of different activities;
- any other assigned duties.

2. **Qualifications:**

The successful candidate shall possess the following:

- a degree or diploma in sports management or related field is preferable;
- experience working with a variety of sports/events;
- excellent interpersonal and communications skills;
- personal traits: must be organized, trustworthy, possess problem solving skills, confidence in public speaking and ability to work well with others;
- computer skills in Microsoft Excel and other software

3. **General Information:**

This is a newly created position developed to support current operational requirements.

Salary: \$60,947 (pro-rated to time worked)

Interviews will take place in August 2026 with an anticipated start date in late August 2026.

Application Procedure

A cover letter and detailed resume, along with names and email addresses of two (2) references that may be contacted. References are to be listed on a **Reference Check Consent Form** that can be found on the Board's website under the Careers tab. Applications are to be emailed to hr@lakeheadschoos.ca.

Lakehead District School Board thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Offer of employment is conditional upon the successful candidate providing a current, original Police Record Check. This document does not need to be included in your application package.

We welcome applications from all qualified candidates.

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.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.

The deadline for applications is **4:00 p.m. Wednesday, July 8th, 2026.**

Committed to the success of every student

www.lakeheadschoools.ca

Lakehead District School Board