



Bowls Canada Boulingrin

33 Roydon Place, Suite 206
Nepean, Ontario K2E 1A3

INTERN [Volunteer]

GENERAL

Bowls Canada Boulingrin [BCB] has an opening for a Summer Intern position. BCB is the national sport organisation for the sport of lawn bowling with a membership of just over 13,000. The BCB Intern is expected to provide basic administrative support for the Bowls Canada Boulingrin office. As a small organization, BCB is an ideal opportunity to learn the business of national sport administration from top to bottom. Interns can expect to be involved in all aspects of the business as well as have the responsibility of specific projects.

Hours and Compensation

14-21 hours per week

Term: May 15– September 1, 2017

\$500 honorarium for the term

Key Skills and Experience

- Secondary School education
- Working knowledge of basic information technology including Microsoft Office, e-mail etc.
- Good inter-personal skills
- Common sense and initiative
- Clerical skills and knowledge of office procedures to include invoicing, inventory control etc. is an asset
- Bilingualism is an asset

Duties

- Coordination of national championships administration
- Coordinate the Bowls Canada merchandise program including:
 - Filling orders for merchandise;
 - Coordinating inventory and placing orders
 - Coordinating invoicing and payments
- Coordinating office mail and shipping
- Collaborate with Technical Coordinator on special projects
- Collaborate with Communications Coordinator on special projects
- Other duties as required

For more information, please contact: Anna Mees, Executive Director, Bowls Canada Boulingrin amees@bowlscanada.com

Interested candidates are invited to submit a cover letter and resume to amees@bowlscanada.com no later than **5 pm est. May 8th, 2017**. Bowls Canada Boulingrin would like to thank all interested parties in advance, but only selected candidates will be contacted.



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About Bowls Canada Boulingrin

Bowls Canada Boulingrin (BCB) is the governing body responsible for lawn bowls in Canada. The BCB mission is to advance the sport of bowls in Canada. For more details on Bowls Canada Boulingrin and the sport of lawn bowls, visit www.bowlscanada.com.