

**Location:** Fredericton, New Brunswick, Canada

**Reports to:** KidSport Lead

**Job Type:** Full-time, 14 Weeks, Monday, May 11<sup>th</sup> – Friday, August 14<sup>th</sup>, 2026

**Working Conditions:** Minimum 3 days per week in office, some evenings and weekends if needed

**Salary Range:** \$17.00/hour, 35 hours per week

### About Sport NB:

[Sport New Brunswick](#) (Sport NB) is a non-profit agency dedicated to the development and promotion of amateur sport in New Brunswick. It serves over 70 provincial sport organizations and other groups. Sport NB is currently undergoing a transformation in response to the [Envisioning Sport Project](#) (2022), which describes the tremendous potential for the province to establish itself as a leader in the modernization and enhancement of the sport sector. Desired improvements include but are not limited to providing meaningful and comprehensive support for sport leaders and organizations, increased leadership, alignment, and collaboration; increased investment in sport; and increased focus on quality participation among equity-owed populations.

### Position Overview:

KidSport NB is seeking an enthusiastic and outgoing summer student to support the delivery of grants to children from families facing financial barriers, so that they can participate in registered sport programs. This role involves assisting with planning of KidSport Days and KidSport Fundraisers and working closely with staff to promote programs across New Brunswick. The ideal candidate is detail-oriented, organized, and passionate about sports and community impact. This position offers hands-on experience in the nonprofit sector and a chance to contribute to fostering sport participation and development in New Brunswick.

### Key Responsibilities

- Assist with the planning, coordination and execution of KidSport Days and KidSport Fundraisers
- Provide administration assistance with KidSport
- Work with the KidSport Team to promote programs across New Brunswick
- In coordination with the KidSport Team, prepare presentations and promotional material for all programs
- Other related duties

### Essential Qualifications

- The candidate must be:
  - between 15 and 30 years of age at the beginning of the employment period\*
  - a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\* and
  - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulation.
- Post-secondary education in sport and/or recreation, non-profit management, or other related fields. Candidates may be a current student or recent university graduate.
- Spoken and written proficiency in English is required; proficiency in French would be an asset
- Ability to work independently and in a team environment
- Ability to use digital collaboration tools and office technology software

**Please note that this position is contingent on confirmed funding through Canada Summer Jobs or SEED.**

To apply, please submit a resume, cover letter, and two references to the Director of Member & Member Services, [abby.rivington@sportnb.com](mailto:abby.rivington@sportnb.com) by March 31<sup>st</sup>, 2026.