



## PHYSICAL AND HEALTH EDUCATION COMMUNITY LEADERSHIP PLACEMENT

### **Placement Role: Research/Administrative Assistant**

**Host Organization:** Municipality of Powassan Recreation Committee

**Placement Service Times:** The majority of work may be completed independently and offsite. There are opportunities for onsite participation (in Powassan) during monthly meetings (evenings) and community events (weekends) if possible (but not necessary).

**Host Description:** The Recreation Committee advises the Powassan Municipal Council on issues pertaining to sport and recreation in the Municipality of Powassan. This past year, the Get Active Powassan (GAP) program was launched to provide quality sport participation opportunities, access to sport/recreation equipment, as well as training/capacity building opportunities for local youths and sport/recreation leaders.

In conjunction with Western University, the Recreation Committee is also conducting a research project looking at the role of sport and recreation in community development. Through this project, the committee will examine local understandings of sport and recreation, the relationship between sport/recreation development and community development, as well as the implications of rural context/identities on sport/recreation participation.

**Placement Duties:** The placement student will spend a minimum of 50 hours working with the GAP coordinator and recreation manager. The work will include administration and implementation of the GAP program as well as opportunities to get involved in the research process. Some examples of tasks in which the student may participate:

- Audit participation and financial data in order to set projections/make recommendations.
- Edit/improve policy and procedures manual.
- Create year-end/final report for funders and municipal council.
- Complete SWOT analysis and set strategic goals.
- Assist in delivering GAP program (Sport/Rec day camps for youths, workshops for seniors, etc.)
- Collect field notes pertaining to sport in the community.
- Assist in recruitment/scheduling of participants for research study.
- Transcribe interview/focus group data

**Placement Requirements:** Interest in sport/recreation management or community sport would be an asset. Knowledge of sport/recreation programs (e.g., NCCP, First Aid/Lifesaving programs, etc.) would be helpful but not required. Familiarity/interest in qualitative research methods would also be helpful (e.g., completion of PHED 2306). **Students selected for this placement must submit directly to the host; a resume, cover letter, provide two references and be willing to interview for the limited number of positions available.**

**Number of Students Accommodated within placement:** (minimum 50 hours): 1

### **Contact person within organization:**

Kyle Rich, GAP Program Coordinator  
[krich052@gmail.com](mailto:krich052@gmail.com)

**Deadline to Apply:** September 25th