

Position: Sport Performance Assistant

Application Deadline: April 24th, 2026

Anticipated Start Date: May 11th, 2026

Anticipated End Date: July 3rd, 2026

Hours per week: 35 (some weekend and evening work will be required)

Wage: \$20 per hour

Location: Charlottetown (Travel through PEI may be required)

Available positions to be filled: 1

Preferred level of education: undergraduate degree or working towards an undergraduate degree in Kinesiology, Physiology or other related discipline

Sport PEI

Sport PEI is a non-profit sport federation, providing support and leadership to the Island sport community through strategic partnerships and delivering programs and services. Our Vision – An Island united through sport, where integrity guides competition, collaboration strengthens communities, and every individual has the opportunity to reach their full potential.

Sport Performance Assistant

The Sport Performance Assistant will play a crucial role in supporting the 2023 Canada Games Legacy Performance Hub and Sport PEI in the development of sport performance in Prince Edward Island. Reporting to the Sport Performance Coordinator and Executive Director of Sport PEI, the position supports athletes, coaches, Provincial Sport Organizations (PSOs) and partners in Performance related goals. The position is responsible for supporting performance pathway development and developing and implementation of performance science programs.

Tasks and Responsibilities:

- Assists in the testing of athletic abilities for athletes, teams and sport organizations
- Assist in the development of testing protocols for athletic ability testing
- Assist in the tracking and cleaning of athlete data
- Assist in the development of athlete result reports developed from the data collected
- Use data collected to help understand the needs of the athletes/ teams being tested
- Working with provincial partners to support/offer coach education and enhancement seminars through virtual and in-person setting
- Assist in the coordination of performance-based supports for teams in PEI
- Work collaboratively with the Sport Performance Coordinator and Coaching Lead in the development and implementation of sport initiatives

Skills/traits

- Understanding of yearly training programs and cycles
- Experience and understanding of sport science, knowledge and experience in athletic testing and training

- Understanding of Long-term athlete development, value-based training and coaching
- Understanding of the Canadian Sport system and the stakeholders in provincial and national level of sport
- Coaching experience or coaching certification would be considered an asset
- Ability to manage multiple projects simultaneously and with minimal supervision
- Excellent written and verbal communication skills and the ability to work with many different personalities to achieve desired goals
- Have a valid driver's licence and vehicle
- Ability to develop, understand and manage budgets
- Capable of meeting the physical demands of the job, including lifting over 50 lbs
- Proficient in Microsoft Word and Excel
- Experience with Power BI is considering an asset

If you are passionate about sport and sport performance and are looking for an opportunity to grow your knowledge in the sport performance world and contribute to sport performance development in PEI, we encourage you to apply.

How to Apply: Applicants should email a resume and cover letter to Spencer House, Sport Performance Coordinator at shouse@sportpei.pe.ca. The last day for receiving applications is April 24th, 2026.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

This position is funded by the Canada Summer Jobs (CSJ) Program. To be eligible for Canada Summer Jobs, you must:

- be between 15 and 30 years old at the start of their summer job
- be 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 job and
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - o This includes having a valid Social Insurance Number at the start of their summer job