



Position Title: Youth Program Director

Organization: Curling Alberta

Location: Flexible (Hybrid – Edmonton or Calgary preferred)

Employment Type: Full-time, Permanent

Salary: Commensurate with experience and qualifications

Reports to: Executive Director

Position Overview

Curling Alberta is the regional governing body for the sport of curling in Alberta, supporting over 180 member clubs. We are seeking a dynamic and strategic leader to join our team as **Youth Program Director**. This individual will be responsible for overseeing all youth programs in the **Foundational Stages of the Long-Term Curler Development Model**, including but not limited to: **Ready to Rock, Hit Draw Tap, U-15 RockFest, Girls Rock, Triples Circuit, Club Coach, and Club Coach Youth Programs**.

The successful candidate is responsible for the financial viability, growth, and successful delivery of these programs throughout Alberta. They will also serve as a key ambassador and builder of youth curling in the province.

Key Responsibilities

- Manage and execute all foundational youth programs with a high level of professionalism and fiscal responsibility.
- Ensure programs are delivered on time and within budget.
- Liaise with sponsors and partners to fulfill existing agreements and maintain strong relationships.
- Identify and pursue grants and corporate partnerships to support youth curling development.
- Track and report on participation data and program outcomes to stakeholders.

- Promote Curling Alberta and Curling Canada youth programs to member clubs and curling communities.
 - Communicate bi-weekly with curling facilities and stakeholders about program availability, deadlines, and updates.
 - Be available to curling clubs and youth program leaders to assist with inquiries they may have.
 - Supervise staff and contractors who support program delivery throughout Alberta.
 - Identify and pursue new opportunities to grow and promote youth curling in the province.
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Qualifications & Skills

- Strong knowledge of curling and connectivity with the curling and sports community is an asset.
 - Post-secondary education in Sport Management, Business Administration, Recreation, Education, or a related field.
 - Demonstrated experience in program coordination, sports administration, or coaching.
 - Financial and budget management experience.
 - Grant writing and fundraising experience is an asset.
 - Strong organizational and project management skills.
 - Excellent communication and interpersonal abilities.
 - Self-starter with the ability to work independently while collaborating with a team.
 - Valid driver's license and access to reliable transportation.
 - Flexibility to work evenings and weekends as needed.
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Compensation & Benefits

- Competitive salary based on experience and qualifications.
 - Paid vacation and provided work tools (e.g., laptop).
 - Opportunities for professional development.
 - Be part of a passionate and growing organization with a strong provincial impact.
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How to Apply

Please submit your resume and cover letter to:

Jill Groves

Executive Director, Curling Alberta

✉ Email: **jill.groves@curlingalberta.ca**

Subject Line: **Application – Youth Program Director**

Curling Alberta is committed to fostering an inclusive and diverse environment.

We encourage applications from all qualified candidates, especially those from underrepresented communities in sport.