

**Position Title:** Summer Program & Office Coordinator

**Location:** Curling Alberta Office - Edmonton, AB

**Employment Type:** Contract Full-Time

**Reports to:** Director of Operations

**Term:** 8 weeks, Monday, June 29 to Friday, August 21, 2026

**Hours:** Monday to Friday, 8:30 AM – 4:30 PM

**Wage:** \$22 per hour

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### **About Curling Alberta**

Curling Alberta is the provincial governing body for curling in Alberta, supporting clubs, athletes, coaches, officials, and communities across the province. The organization is committed to growing the game through championship events, athlete and club development, and inclusive participation opportunities at all levels of the sport. Guided by values of leadership, professionalism, community, and well-being, Curling Alberta works to create positive experiences and strengthen the future of curling in Alberta.

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### **Position Overview**

The Summer Program & Office Coordinator will support Curling Alberta's summer operations and assist with the planning and delivery of various grassroots programs and events. This role also includes organizing Curling Alberta's office and additional administrative tasks. The position is based in our Edmonton office and reports to the Director of Operations, and will support project areas as requested.

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### **Key Responsibilities**

- Assist in the planning and coordination of youth and grassroots curling programs and events
- Help maintain strong communication with clubs, coaches, and other stakeholders
- Assist with organizing Curling Alberta's office
- Support off-season planning as it relates to competitions, club initiatives and events
- Support marketing and promotion efforts for summer initiatives, including off-site curling community activations
- Participate in general administrative support as needed

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## Qualifications & Skills

- Passion for sports development and grassroots programming
- Strong organizational and time management skills
- Good communication and teamwork abilities
- Ability to work independently and take initiative
- Experience in sports, events, or administrative roles is an asset
- Basic computer skills (Microsoft Office, Microsoft Teams, etc.)
- Candidates must be between 15 and 30 years of age to be considered for this position

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## How to Apply

Please send your resume to:

**Britney Andersen**

Email: [britney.andersen@curlingalberta.ca](mailto:britney.andersen@curlingalberta.ca)

Subject Line: *Summer Program & Office Coordinator*

**Application Deadline:** Sunday, May 24 @ 11:59 PM MT