



- Job Title:** Competitions Coordinator (South Alberta)
- Job Type:** Permanent –Full Time
- Reports to:** Executive Director
- Job Purpose:** To assist Curling Alberta to achieve its goal to build a robust and accessible competitive structure that will provide relevant opportunities for players of all abilities and ages.
To ensure all aspects of Curling Alberta sanctioned events are executed with excellence.
To act as a liaison to assist communication and cooperation between Curling Alberta and its member clubs.
- Job Focus:**
1. Bid Support & Event Schedule
 2. Event Coordination
 3. Database Management & Reporting

Hours and Nature of Work

- This is a full-time, salaried position with great variability in the work schedule, including evenings, weekends and some travel requirements to conferences, meetings, and events. There is an expectation to be on call during events.
- As part of a dynamic team of professionals, this position will be based in Curling Alberta's Calgary satellite office, located at 720 - 3rd Street NW. The incumbent will partner closely with a staff person who has a very similar job description but is based in Curling Alberta's head office in Edmonton.
- The incumbent will be required to provide his or her own reliable transportation.

Curling Alberta's Competitions Coordinator, South Alberta, will be responsible for the following primary duties:

Bid Support & Event Schedule

- Assist Curling Alberta to develop and document an appropriate bid process;
- Encourage and assist clubs to submit event hosting applications;
- Assist in the annual review of Curling Alberta's Hosting Guide;
- Develop a draft annual schedule of events for review and approval on a timely basis for posting;
- Confirm all event hosts and manage the understanding and fulfillment of all hosting contracts.

Event Coordination

- Oversee the administration of sanctioned events, including working with host committees to understand and implement the responsibilities as described in Curling Alberta's Hosting Guide;
- Provide excellent customer service and communication for all identified external and internal stakeholders and serve as the primary contact for Host Committees, teams, and coaches;
- Assist Host Committees in planning & coordinating all aspects of Curling Alberta sanctioned events;
- Prepare information for competitors, liaisons, and umpires for all events (e.g.- rule books, guides, etc.);
- Assist to improve and properly document all event administration procedures of the amalgamated organization;
- Assist Curling Alberta's Competitions Committee and Competitions Tribunal as required (i.e.- provide data for decision-making, recommend policy change, attend meetings, etc.);
- Work with Curling Alberta's Communications Coordinator to ensure that all events and related policies are properly announced and advertised, and to create content for newsletters;
- Assist Curling Alberta's Executive Director to fulfill all sponsor commitments;
- Attend events as assigned to liaise with stakeholders, trouble-shoot, and assist hosts on site.
- Manage the following administrative duties:
 - Set up and monitor the web-based registration process;
 - Ensure all policies and requirements are met (i.e.- age requirements, police-checks, residency, Respect in Sport program completion, etc.) and produce final list of entries;
 - Manage the collection of fees;
 - Coordinate the delivery of all required materials and equipment to/from venues;
 - Maintain an inventory of materials and apparel required for teams (e.g.- pins, crests, jackets, medals, etc.);
 - Work with Curling Alberta's Draw Committee to create event draws;
 - Ensure that qualifying teams are prepared to attend the next level of competition (i.e.- paperwork is completed, uniforms are arranged, etc.);
 - Train host clubs to post live results;
 - Maintain competition pages of website through consultation with Curling Alberta's Communications Coordinator to ensure relevant and up-to-date information is available;
 - Work with Curling Alberta's Officiating Coordinator to assign officials to each event and provide them with appropriate support and materials;
 - Coordinate for live event streaming as directed.

Data Management & Reporting

- Development and distribute post event surveys.
- Assist in the development of a complete and up-to-date member club database.
- Assist in the collection of data required for reporting to funders and the Board of Directors.
- Assist Curling Alberta's Technical Coordinator to accurately update all internal rankings and points systems.

Other

- Perform other related duties as assigned.
- Attend staff meetings and planning exercises as requested.

Qualifications

- An undergraduate and/or graduate degree in a related field such as Physical Education or Sport Administration is an asset; relevant education and/or experience will be considered.
- Experience in event, program, and/or volunteer management is required. Experience in facility management would also be an asset.
- Knowledge of both recreational and high performance sport environments, with a priority given to curling.
- High level of familiarity with Microsoft Office products (Word, Excel, etc.).

Personal Characteristics

- Demonstrates an understanding of the link between his/her job responsibilities and the overall organizational goals and needs and performs the job with these broader goals in mind.
- Exemplary communication and interpersonal skills; able to communicate comfortably and effectively with people at any level, always maintaining a gracious and professional manner.
- Organized and self-motivated; strongly goal and results oriented with success in setting and meeting objectives.
- Accustomed to working in fast paced environments; enterprising and resourceful under pressure.
- Ability to work well independently and in team settings.

Compensation

- Salary will be negotiated depending on the incumbent's experience and qualifications but will range between \$40,000 to \$52,000 annually.
- Out-of-pocket expenses including meals, parking, and supplies will be reimbursed as per Curling Alberta's expense policies. One one-site parking stall will be provided.

To apply, please send a resume and cover letter to Curling Alberta's Executive Director, Jill Richard, at jill.richard@curlingalberta.ca by September 30, 2018.