

EYCA – Edmonton and Area Curling Association
July 2017 Administration Hire

Job Title: EYCA Administrator

Through the generous support of the Northern Alberta Curling Championship Society (NACCS), an Edmonton Youth Curling Association (EYCA) will be established for the Capital Region for the 2017-18 curling season. The EYCA will be closely modeled along the lines of the Calgary Youth Curling Association (CYCA), which has been offering opportunities for youth curling in the Calgary area for several decades (www.cyca.ca).

The principal objective of the EYCA is to grow and develop youth curling in the Edmonton and surrounding area. The EYCA's goal for its first year will be to run a 10-week, city wide Junior Curling League (composed of 20-24 teams). As a new position, expectations and procedures will evolve as the association grows.

The Steering Committee for the EYCA is seeking to hire an Administrator to organize and coordinate the activities for the EYCA. This position is to be filled by mid-July.

Main responsibilities: Organize, coordinate and administer EYCA activities

Tasks associated with main responsibilities include:

- Work with the EYCA Board to achieve the objectives of growing and developing youth curling in the Edmonton area
- First point of contact for inquiring parents, junior program coordinators, and curling club managers.
- Organize, schedule and attend 10 week EYCA League (booking ice-times; creating the draw, reinforcing the rules, etc.)
- Keep website and social media current
- Oversee posting of results for EYCA League
- Administer registrations for EYCA League
- Collection of fees; handling and management of EYCA funds
- Oversee and establish volunteer positions
- Administer EYCA payments and remunerations
- Organize and coordinate volunteers
- Plan and coordinate Year-End party
- General trouble-shooting and problem-solving
- Liaise with EYCA Board on challenges, opportunities and strategies for success
- Assist with fundraising
- Maintain positive relationships with sponsors
- Attend EACC meetings and report to Board

Qualification / Assets:

- Knowledge of junior curling and curling culture
- Responsible, reliable, and competent
- Energetic and flexible
- Strong e-mail and inter-personal communication skills
- Strong organizational and time management skills

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- Experience with updating websites and social media
- Willingness and interest to grow with the EYCA as its activities expand
- Flexibility in work hours, availability on weekends Oct-Mar

Hours/Wages:

Further details on compensation and the time commitments associated with this position are to be discussed with interested candidates. Dependent on the hire's qualifications, salary ranges from \$9,000 - \$12,000.

Application deadline: July 12th, 2017 (by 5:00pm)

Interviewing: Interviewing for the position will take place the week of July 17th. Final decision for the position will be made by July 24th.

Application submission: Please send a letter of intent that highlights qualifications along with a resume that includes at least 2 references to the "EYCA Steering Committee." Applications can be sent either by e-mail (to chris@shamrockcurling.ca) or by letter mail to "EYCA Steering Committee, 9330-80 avenue NW, Edmonton, AB T6C-0T9".