

JOB POSTING: Program Coordinator

Join our non-profit organization, where we believe in the power of social opportunities and sports to transform lives and build vibrant communities.

As the Program Coordinator, you will play a vital role in driving our growth and revenue generation initiatives, contributing to our mission of providing unique social experiences to all.

RESPONSIBILITIES

- Develop and execute innovative introductory pathway programs, such as Try Curling, Learn-to-Curl and Stick Curling, targeting individuals of all ages and skill levels.
- Identify and cultivate opportunities for corporate team building sessions, establishing the curling rink as a go-to destination for companies seeking unique team-building experiences.
- Collaborate with local schools to enhance their phys ed curriculum by providing instruction and program improvements, fostering a lifelong interest in curling among students.
- Provide hands-on coaching and instruction to participants, focusing on fundamental skills, technique, strategy, and game play.
- Recruit and develop a team of qualified coaches to deliver programs, ensuring high-quality instruction and mentorship.
- Actively promote our programs to attract new participants through effective marketing strategies, community engagement, and partnerships.
- Manage the registration process and enrollment for all programs, ensuring a smooth and seamless experience for participants.
- Maintain strong communication channels with program participants, parents/guardians, staff, and other stakeholders to provide updates and address any concerns.
- Coordinate and supervise volunteers, providing guidance and support to coaching assistants and event helpers.
- Evaluate participant progress, identify areas for improvement, and provide constructive feedback to individuals and parents/guardians.

GROWTH OPPORTUNITIES

Reporting to the board of directors, the Program Coordinator is a new, paid position.

As our organization expands, there will be ample opportunities for personal and professional growth, including leadership roles, the ability to shape program offerings, and increased responsibility within the business and membership development domain.

QUALIFICATIONS

- Experience in business development, membership management, or a related field.
- Knowledge of the non-profit sector and an understanding of its unique challenges and opportunities is an asset.
- Proven track record of successful program development and implementation.
- Familiarity with curling or other sports programs is a plus.
- Willing to obtain Respect in Sport & Club Coach certification (or higher)
- Strong leadership and communication skills to effectively engage with participants of all ages, volunteers, business partners and staff
- Excellent organizational and time management abilities
- Is able to work flexible hours to deliver these programs

COMPENSATION

- The Melfort & District Curling Club is committed to providing fair compensation and will discuss hourly wage expectations with the successful candidate.
- Hours and time commitment are flexible, but we will require minimum 200 hours during the curling season devoted to the role.
- Additionally, as our organization progresses and achieves its growth targets, there is room for salary growth commensurate with performance and contributions made.

INTERESTED?

To apply for this exciting opportunity, please email your resume, cover letter, and any other relevant documents that demonstrate your qualifications and passion for our mission to Corey Faye, President, at melfortcurling@gmail.com.

In your cover letter, please share your thoughts on how you envision contributing to the growth and success of our non-profit organization.

Application will be open until we find a suitable candidate!