



## Summer Camp Coordinator

### Job Posting

Alberta Curling Federation (ACF) is the Provincial Sport Organization for curling in Alberta. The Mission Statement of the Alberta Curling Federation is to:

- Promote, market and encourage growth in the sport of curling within the boundaries of the ACF;
- Represent all curlers by governing in a spirit of fairness and equality;
- Preserve the traditions of our sport while embracing positive change.

#### Summary Statement

The Summer Camp Coordinator, reporting to the ACF's Executive Director, will be responsible for:

1. ACF AB Rocks Camp administration and coordination;
2. Providing quality customer service and communication to internal and external clients;
3. Completing other administrative and clerical tasks as assigned.

#### Main Responsibilities/Duties

##### AB Rocks Camps

The AB Rocks (Junior and Adult) Camps have been a long-standing tradition of athlete development for our organization. We are looking for an enthusiastic individual to complement our staff team, to lead the coordination of the Junior Camps (Aug. 11 – 14 and Aug. 16 – 19, 2018), support the AB Rocks Junior Camp Director, and help prepare for the Adult Camp (Sept. 28 – 30, 2018). More specifically, the ACF Summer Camp Coordinator will be responsible for:

- Managing camp registrations;
- Implementing any related marketing and communication strategies;
- Leading the coordination of all event logistics (preparation of schedules, equipment, social events, communication with participants and coaches, apparel, social media, food and beverage, hospitality for coaches/instructors, etc.);
- Providing on-site support as required during the camp;
- Ensuring camp expenditures meet program budget;
- Completing a post-program evaluation.

#### Qualifications

Candidate must be affable, creative, self-starting, and able to work both independently and within a team. Knowledge of standard office software packages, e.g., MS Office, PowerPoint, and internet applications is required. Good communication, organization, writing, and interpersonal skills are also necessary. Past ACF Alberta Junior Rocks Camp participant or coach will be considered an asset. Ideal candidates will have a passion and background in curling.

### Hours, Nature of Work, & Compensation

- The term of this position will run from July 2<sup>nd</sup> to August 31<sup>st</sup>, 2018. The ACF Summer Camp Coordinator will be required to work 30 hours per week (9:00 am to 3:00 pm, Monday to Friday). There is some flexibility/variety in the work schedule (may work few evenings and weekends to prepare for and attend the camps) and may require moderate lifting.
- This is an hourly position; the wage will be negotiable in the range of \$18 to \$20 per hour. Any out-of-pocket expenses will be reimbursed.
- This position is located in the ACF offices in the Percy Page Centre in Edmonton (11759 Groat Road). The ability to travel to/from our camp location in Leduc, AB with the use of your own vehicle is required.

### Application Process

Email your resume and a brief cover letter before the closing deadline (June 17<sup>th</sup>, 2018) to Jill Richard, Executive Director ([jill.richard@albertacurling.ab.ca](mailto:jill.richard@albertacurling.ab.ca)).

*Alberta Curling Federation thanks all applicants for their interest, however only those candidates selected for an interview will be contacted.*