

## CNWB – Gym Coordinator

### **Job Description**

The purpose of this role is to coordinate the use and permits of all of the gyms in the CNWB boundaries.

### **Duties**

- Review and obtain Gym permits from City of Calgary Parks and Rec Department under the name of Calgary Northwest Basketball.
- Obtain copies of gym permits from Silver Springs Community Association and Varsity Association.
- Obtain Contracts from Foothills Alliance church annually.
- Negotiate gym times with Foothills Alliance in April/May for play year (September – March).
- Create/update Spreadsheet converting gym permits into usable time allocations for CNWB teams.
- Sort gyms into priority use categories;
  - Learn to Play (LTP and Tykes)
  - Mini Teams
  - Juvenile and Junior Teams
  - Bantam and Midget Teams
- Assign Coaches and teams Gym times and locations.
- Work with Coaches for “Make up Dates” due to gym cancellations or blackout times from the school.
- Work with Coaches for extra gym times on a first come first serve, Month by month basis.
- Receive complaints from the school contacts and follow-up with coaches.
- Obtain any extra gym times as needed from City of Calgary Parks and rec or other sources.
- Ensure invoices are sent to VP of Finance for payment to City of Calgary in a timely matter.
- Other duties related to Gym use etc.
- Attend all CNWB Executive Meetings
- All emailed communication with teams is to be done through the Executive Secretary
- Report to the President of CNWB