



(780) 415-1661 

info@tennisalberta.com 

tennisalberta.com 

11759 Groat Rd, Edmonton, AB, T5M 3K6 

TENNIS ALBERTA JOB ADVERTISEMENT

COMMUNITY PROGRAMS COORDINATOR

Tennis Alberta is the not-for-profit provincial sport governing body for tennis in the province of Alberta. We are currently seeking an enthusiastic, organized, and passionate individual to join our team as our **Community Programs Coordinator**. This is a full-time 12-month contract role, with the potential to become a permanent position afterwards. An ideal candidate would be based in Calgary or Edmonton, but another setup would be considered for the right candidate.

Role & Responsibilities

The Community Programs Coordinator will coordinate the delivery and administration of Tennis Alberta's community and grassroots programs to help us grow the sport and engage new participants. This role will report directly to our Executive Director and work closely with the rest of our team. Key responsibilities of this role include:

Every Kid Can Play - Program Development & Coordination

- Coordinate Tennis Alberta's Tennis in Schools Program, including outreach to schools, coach and equipment scheduling, facility booking, and program reporting
- Develop & coordinate Tennis Alberta's Learn & Play Program, including forming delivery partnerships, managing registration, scheduling facilities/coaches/equipment, and program reporting
- Support the delivery of Tennis Alberta's Rogers First Set - Rookie Tour
- Identify and propose more program opportunities that support Tennis Alberta's overall Every Kid Can Play Program goals

Wheelchair Tennis - Program Development & Coordination

- Develop & Coordinate Tennis Alberta's new Wheelchair Tennis Programs, including forming delivery partnerships, promoting the programs to potential participants, scheduling facilities/coaches/equipment, and program reporting

Program Development, Administration & Support

- Identify, propose, and develop additional program opportunities that support Tennis Alberta's community & grassroots participation goals
- Support Tennis Alberta's other program initiatives (Female Engagement, Coaching & Officiating, and more) through administrative tasks, program reporting, program promotion, and other duties, as required
- Liaise with Tennis Canada and other governing/funding bodies to ensure program targets and reporting requirements are met



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Additional Support

- Support Tennis Alberta's community engagement and competitive events, as required, including working on site for specific events

Desired Qualifications

An ideal candidate for this role would possess the following qualifications. If you are missing some of the qualifications below, but still feel you would be a great fit for the role, we encourage you to let us know why in your application.

- Prior work or volunteer experience in sport or recreation program development, leadership, coordination, and/or administration
- Education in sport or recreation management, business, or kinesiology would be considered an asset
- Prior work or volunteer experience at a sports or not-for-profit organization
- Strong written and verbal communication and customer service skills
- Strong organization and project management skills
- Software skills: This role would regularly work with the Google Suite, Microsoft Outlook, Slack, Canva, and more
- A self-starter with the ability to work independently and as part of a team
- Prior coaching experience (in tennis or another sport) would be considered an asset, but is not required (see note below)
- Passion for helping us grow and develop the sport of tennis in Alberta!

Note: *If a candidate possessed (or is willing to complete) Tennis Canada coaching certification, they could be scheduled for additional hours coaching some of the programs associated with this role **OR** have some of their regular weekly hours re-allocated to program coaching (at a rate aligned with Tennis Alberta's Standard Coaching Rates). **Please ensure you indicate any active Tennis Canada certification in your application.***

Why Work With Us

- Annual salary between \$40,000-\$45,000, based on experience and qualifications
- Hybrid work environment, with a large portion of hours completed remotely
- Work in a small and passionate team with a shared mission of developing the sport of tennis in Alberta
- Access to Tennis Alberta partner equipment discounts
- Team-building events, like staff tennis days (prior tennis experience not required), tickets to Alberta's National Bank Challenger events, and more

Note: *This role will be hired as a 12-month fixed-term contract, beginning in January 2025. A candidate would have the opportunity to obtain a full-time permanent position after completing this term, based on associated program success and Tennis Alberta funding.*



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Application Instructions

Qualified and interested candidates should submit their application, including a resume and cover letter, addressed to Colin Latchford, Tennis Alberta Executive Director at careers@tennisalberta.com by **Sunday, December 15, 2024 at 11:59PM**. Candidates may be reviewed as applications are received, so applying before the deadline is encouraged.

We thank all applicants for their interest. Only shortlisted candidates will be contacted to arrange an interview.

About Tennis Alberta

Tennis Alberta is the not-for-profit provincial sport governing body for tennis in the province of Alberta. We aim to provide Albertans with the opportunity to pursue tennis as a sport for life. We do this through the delivery of high-quality programming, robust competitive structures, and community engagement.

You can learn more about Tennis Alberta on our website: tennisalberta.com or by connecting with Tennis Alberta on social media.