



(780) 415-1661 

info@tennisalberta.com 

tennisalberta.com 

11759 Groat Rd, Edmonton, AB, T5M 3K6 

TENNIS ALBERTA JOB ADVERTISEMENT

SPORTS COORDINATOR (SPRING/SUMMER 2026)

Tennis Alberta is the not-for-profit provincial sport governing body for tennis in the province of Alberta. To support our new Strategic Plan and ongoing programming initiatives, we are seeking an enthusiastic and organized individual to join our team this spring/summer as our Sports Coordinator.

This temporary contract role is funded through the Canada Summer Jobs Grant program, so interested candidates must meet program requirements (outlined below). We are primarily seeking a candidate based in the Edmonton area, but are open to other Alberta-based applicants as well.

Role & Responsibilities

The Sports Coordinator will support Tennis Alberta's program development and implementation, with an emphasis on our community and grassroots engagement programs. As well, the Sports Coordinator will actively support our competitive calendar by completing a variety of tasks needed to effectively put forth our tournaments and leagues.

The Sports Coordinator reports to our Senior Coordinator, Community Programs and Manager of Member Service & Administration. This role has a close working relationship with the rest of our team. Specific tasks & responsibilities of this role include:

Program Development, Implementation, and Support:

- Support our programs team in the development and delivery of key programs, such as Tennis in Schools, Rogers First Set, Try Tennis, Wheelchair Tennis, New Canadians Engagement, U10/U12 Development, Coaching/Officiating Development, and more
- Assist in the planning and development of new programs
- Complete administrative tasks and metric tracking for existing programs
- Help gather and analyze feedback about our programs and events

Competitions Support:

- Support tournaments and other competitions through our registration system
- Help promote our competitions, leagues, and other events
- Complete administrative tasks and metric tracking for tournament and league participation
- Help gather and analyze feedback about our tournaments and leagues

Digital Communications:

- Communicate with program stakeholders through email



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- Keep our website up-to-date in areas related to programs and competitions
 - Contribute content to email newsletter and social media, as needed

Research:

- Research program and competition efforts by similar organizations to provide recommendations and new ideas
- Other research, including database analysis, as needed

Administration:

- Support the Tennis Alberta Team, Board, Committees, and Volunteers with additional administrative duties as needed

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 experience working or volunteering in sports programs
- Education in a related field, such as sport or recreation management, kinesiology, or business administration
- Strong written and verbal communication and customer service skills
- Strong organization and time 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
- Passion for helping us grow and develop the sport of tennis in Alberta!
- Access to a vehicle and a valid driver's license would be considered an asset

Required Qualifications (Canada Summer Jobs)

This position is funded through the Canada Summer Jobs Grant program. Candidates must meet the following requirements, as a condition of this funding:

- Age 15-30
- Either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred (international students are ineligible)
- Legally entitled to work in Canada.



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Term & Compensation

- Full-time 35 hours per week
- Temporary contract for an 8-week period
- Extension to this term for a portion of the remaining summer season may be available
- Hourly rate of pay: \$20/hour
- Ideal Start Date: May 19, 2026 or earlier

Application Instructions

Qualified and interested candidates should submit their application, including a resume and cover letter, addressed to Mary Potter, Manager, Member Service & Administration at careers@tennisalberta.com. Candidates will be reviewed as applications are received, so we encourage applicants to as soon as possible.

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.