



TENNIS ALBERTA JOB ADVERTISEMENT

COORDINATOR, PROGRAMS

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 **Coordinator, Programs**. This is a full-time 12-month contract role, with the potential to become a permanent position afterwards. This role must be based in **Edmonton, Alberta**, but would operate in a hybrid work environment.

Role & Responsibilities

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

Provincial Community and Grassroots Programs Coordination

- Coordinate Tennis Alberta's Try Tennis, Road Show, and Learn & Play Programs, including forming delivery partnerships, ensuring efficient registration, scheduling facilities/coaches/equipment, and program reporting
- Work with Regional Community Coaches in their delivery of Tennis Alberta programs
- Identify and propose more program opportunities that support Tennis Alberta's overall Every Kid Can Play and Sport Participation Support Program goals
- Coordinate Tennis Alberta's Tennis in Schools Program, including outreach to schools, coach and equipment scheduling, facility booking, and program reporting
- Coordinate Tennis Alberta's Wheelchair Tennis Programs, including forming delivery partnerships, promoting the programs to potential participants, scheduling facilities/coaches/equipment, and program reporting

National Community Programs Coordination

- Coordinate the delivery of national female engagement programs (Girls Set Match, Game Set Equity, and more), including forming delivery partnerships, promoting the programs to potential participants, scheduling facilities/coaches/equipment, and program reporting
- Coordinate the delivery of National Bank Family Tennis Days, including forming delivery partnerships, promoting the programs to potential participants, scheduling facilities/coaches/equipment, and program reporting
- Support the delivery of other identified Tennis Canada community programs, as required



Coaching Development Program Coordination

- Coordinate and administer Tennis Alberta's Coaching Development Courses, including booking facilities, communicating with Course Facilitators and Candidates, ensuring all Safe Sport and NCCP requirements are met, and administering Tennis Canada and NCCP certification processes
- Liaise with Tennis Canada's Tennis Professionals Association team to ensure Tennis Alberta coaches are supported and maintain accurate records
- Coordinate and support professional development opportunities for Tennis Alberta coaches
- Maintain records and prepare Coaching Development and Certification reports

Program Development, Administration & Support

- Identify, propose, and develop additional program opportunities that support Tennis Alberta's community & grassroots participation goals
- Track program data and support the development and creation of program reports
- Work with marketing team members to promote community, grassroots, and coaching development programs
- Support Tennis Alberta's other program and member service initiatives 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

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, Program Registration Software, and more
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- A self-starter with the ability to work independently and as part of a team
- Must have access to a vehicle and a valid drivers license
- 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 and staff-engagement events

Note: This role will be hired as a 12-month fixed-term contract, ideally beginning in November 2026. 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.

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 **Thursday, October 15, 2026 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 governing body for tennis in Alberta. Our mission is to connect, support, and advance Alberta's tennis community. We do this through the delivery of high-quality programming, robust competitive structures, and engaging community events.

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