



## **Job Posting: Sport Development Coordinator**

Freestyle Alberta

### **Position Overview**

Freestyle Alberta is seeking a dynamic and organized Sport Development Coordinator to support the planning and delivery of the Freestylerz Festivals and Try Freestyle Days under the Every Kid Can Play Fund. This position involves coordinating exciting freestyle skiing experiences for youth across Alberta, ensuring smooth operations and a high-quality experience for participants.

The Sport Development Coordinator will work closely with Freestyle Alberta's Sport Director and Event Coordinator to bring these events to life while building strong relationships with local ski hills and the freestyle skiing community.

### **Key Responsibilities**

- **Event Planning & Coordination:**
  - Assist with organizing and setting up Try Freestyle Days and Freestylerz Festivals at ski resorts across Alberta.
  - Coordinate with local ski hills to arrange event logistics and ensure requirements are met.
  - Recruit and schedule coaches to staff the events.
  - Help manage event budgets and track expenses.
  - Book accommodations for event staff and participants when needed.
- **Event Execution:**
  - Support on-site operations for event days, ensuring a safe and enjoyable experience for youth participants.
  - Represent Freestyle Alberta as an ambassador for the program.
- **Communication & Administration:**
  - Advertise events and create engaging content for social media platforms.
  - Distribute and analyze post-event surveys to gather feedback.
  - Maintain accurate records and provide reports to the Sport Director and Event Coordinator.



## **Qualifications & Experience**

- Skills & Abilities:
  - Willingness to learn and take direction while working independently to meet deadlines.
  - Strong leadership skills to manage large groups and deliver exceptional programming.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), SnowReg, and social media content creation.
  - Effective communication and organizational skills.
  - Confidence in driving in winter conditions; a valid driver's license is required.
- Coaching & Certification Requirements:
  - Freestyle Canada Coach Training.
  - FUNdamentalz Certified and Comp Intro Trained.
  - Completion of Safe Sport, Make Ethical Decisions and Making Headway through CAC.
- Additional Requirements:
  - Passion for skiing and introducing youth to freestyle skiing.
  - Background check for working with youth (ages 7-12).
  - Ability to work remotely and travel frequently across Alberta.

## **Compensation**

This is a contract-based role with:

- Hourly pay for administrative and planning tasks.
- A day rate for on-snow event days.

## **Freestyle Alberta's Commitment to Equity**

Freestyle Alberta Ski Association is an equal-opportunity employer. We welcome and encourage applications from all qualified candidates, regardless of race, gender, disability, or other identifying characteristics.



### **How to Apply**

Interested candidates should send their CVs and cover letters to [hello@freestylealberta.ski](mailto:hello@freestylealberta.ski) by December 6, 2024. Please type "Sport Dev Coordinator" in the subject line to ensure we receive your email.

We look forward to welcoming a passionate and dedicated individual to our team!