



Youth Program and Club Coordinator
Huntsville Curling Club

Reporting to the Huntsville Curling Club Board of Directors, the Youth Program and Club Coordinator is responsible for developing a sustainable youth program, keeping the club leagues and activities organized and performing a variety of day-to-day office and administrative tasks. A successful Youth Program and Club Coordinator is, above all, an independent thinker with the ability to build and implement successful programs. He/she is an organized and competent professional with great communication and organization skills.

Contract Details

Location

Huntsville, Ontario

Term

This will be a 1 (one) curling season full-time contract position from October 2, 2017 to April 13, 2018. Upon conclusion of the first year, the contract may be renewed for a second season, from September 2018 to April 2019.

Hours

The workweek will be 40 hours with flexible and variable work hours to allocate the time needed to meet the requirements of the job.

Rate of pay

Contract pay will be at \$18/hr

Skills

To successfully execute the role the following skills are required:

- Strong organizational skills
- Excellent written and oral communication skills
- Excellent computer skills including some or all of the following: Microsoft Office, Google Cloud and GSuite, Web posting, Facebook, Mailchimp, minor Wordpress website updates, graphics tools like Canva.
- Sport programming and management experience preferred but not required
- Curling skills are optional but must have the desire to learn the sport.

Position Overview

Youth Program Coordinator

One of the primary responsibilities of this role is to develop a sustainable youth program to increase access to the sport of curling for youth in Huntsville and area, ultimately ensuring the growth and future sustainability of HCC. The program will be run from November to March each year and will ensure the successful development and execution of programs in the following three areas:

1. *School Instructional Program*. This program will focus on school groups of children in grades 4, 5, 6 as well as high school aged youth. It will be structured in three or four sessions of instruction to support the school elective program.
2. *After School Program* for ages 6-11 – Little Rocks. This program will leverage OCA material for entry level curling skills with an emphasis on FUNdamentals both on and off the ice. There is a badge system available for recognition of progress through the required skills.
3. *After School Program* for ages 12-17 – Junior Curling. This program also has a badge system.

The Youth Program Coordinator will create:

- A repeatable curriculum and reward system
- A program that enables consistent and systemic learning that is sustainable over the long term.
- Teaching guidelines, course material and teaching aids to ensure a consistent experience for all students at HCC.
- A marketing and communication program that will ensure that we build community awareness and promote curling as a low cost, accessible sport that appeals to all fitness levels in the Huntsville area.
- A structured communication program including templates for volunteer schedules, parent and school communication letters, marketing and social media.

Club Coordinator

In addition to the Youth Program duties described above, another primary responsibility of this role will be to manage the day to day administrative duties related to the club, including

- Managing the lounge and ice schedule to maximize usage balancing maximum member benefits and revenue generation.
- Manage sales, contracts and logistics for lounge and club rentals
- Provide support to league convenors to ensure the curling programs and various leagues meet the needs of the members
- Support the Board by:

- Providing relevant information to enable them to impart guidance, proper due diligence and approval to proceed in new directions.
- Maintain open dialogue and communications for changes to membership and issues and concerns raised by the membership
- Report to the Board Representative on a monthly basis to review achievements, goals, suggestions, issues or concerns
- Work with Volunteer Coordinator to ensure appropriate volunteers for youth program, various bonspiels & events.
- Develop Membership satisfaction monitoring systems and ensure issues are addressed promptly
- Develop and maintain self-serve member information systems so member information needs are satisfied quickly and accurately with minimal intervention required.