

Youth Coordinator

Job Posting

Reports To: General Manager

Schedule: Weekends, Day's and Evenings required based on programming

Position Summary:

The Caledonian Curling Club is seeking an organized, energetic, and community-minded **Youth Coordinator** to oversee the delivery and growth of our youth curling programs.

This role works closely with instructors, athletes, parents, club leadership, and the Youth Engagement Committee to ensure programs are safe, inclusive, fun, well-organized, and engaging for participants of all skill levels.

Key Responsibilities:

- Ensure safe and welcoming environment for all participants
- Coordinate youth program schedules and lesson to lesson operations
- Work collaboratively with multiple instructors and coaching staff
- Support instructors with ongoing training
- Maintain athlete registrations and required parent/guardian documentation
- Ensure all instructor certifications and screening requirements remain current
- Communicate schedules, updates, and program information with families
- Attend Youth Engagement Committee meetings and support program initiatives
- Provide regular updates and reporting to the General Manager
- Promote an inclusive, positive, and athlete-focused environment

Qualifications:

- Experience in youth programming, sports coordination, recreation, or administration is considered an asset
- Strong organizational, time management and scheduling skills
- Excellent interpersonal, communication and leadership skills
- Comfortable working with diverse athletes, families, and staff
- Strong attention to detail and documentation accuracy
- Preference will be given to candidates with curling experience and knowledge

What We're Looking For:

An enthusiastic and motivated individual who is passionate about youth development and excited to helping grow the game of curling. This successful candidate will foster a supportive, engaging, and inclusive environment where young athletes can build skills, confidence, and a life long love for the sport.

Here's how to apply: Email - manager@callieclub.com

Only applications selected for consideration will be contacted for an interview, posting will remain open until position is filled

Callie Curling Club

Reports To: General Manager / Youth Engagement Committee

Works Closely With: Head Ice Technician, Coaching Staff, Athletes, Parents/Guardians and Youth Engagement Committee

Position Summary

The Youth Coordinator is responsible for the planning, coordination, administration, and continuous development of youth curling programs at the Caledonia Curling Club. This role ensures the successful delivery of a safe, inclusive, and engaging environment for young athletes of all skill levels while supporting instructors and aligning programming with club objectives.

You will act as the primary liaison between athletes, families, instructors, club leadership, and the Youth Engagement Committee to ensure programming is organized, compliant, and responsive to participant needs.

Primary Responsibilities

Program Coordination & Delivery

- Coordinate all youth programming activities, events, and season schedules
- Ensure youth programming aligns with the Youth Engagement Committee and athlete development pathways
- Monitor participation levels and identify opportunities for growth and engagement
- Assist in program planning, evaluation, and continuous improvement initiatives

Instructor & Staff Coordination

- Work collaboratively with multiple instructors and coaching staff across varying experience levels and instructional styles
- Coordinate instructor schedules and ensure adequate program coverage
- Support onboarding and ongoing training of instructors
- Promote consistency in instructional standards and athlete experience
- Foster a collaborative and respectful team culture that supports diverse identities, perspectives, and coaching approaches

Athlete & Parent Administration

- Maintain accurate athlete registration and participation records
- Ensure all required documentation is completed and current, including:
 - Registration forms
 - Emergency contact information
 - Medical or accommodation disclosures (where applicable)
 - Parent/guardian communication records
 - Program waivers and acknowledgements
- Serve as the primary communication contact for parents and guardians regarding schedules, updates, expectations, and concerns

Compliance & Documentation

- Ensure all instructors and volunteers maintain required certifications and screening requirements, including:
 - Respect in Sport (or equivalent)
 - Criminal Record + Vulnerable Sector Checks (if applicable)
 - Ongoing professional development requirements
- Maintain organized and confidential documentation systems
- Ensure all youth programming operates in compliance with club policy and applicable safeguarding standards

Reporting & Committee Participation

- Provide regular program updates and reporting to the General Manager
- Report to and Attend Youth Engagement Committee meetings and contribute to planning discussions
- Assist with implementation of committee recommendations and strategic initiatives
- Support long-term planning related to youth development and participation growth

Qualifications

- Experience in youth sport coordination, coaching, recreation management, or program administration preferred
- Strong organizational and scheduling skills
- Excellent interpersonal and communication abilities
- Experience working with diverse groups of youth, families, and volunteers
- Ability to manage multiple priorities in a dynamic environment
- Strong attention to detail and documentation accuracy
- Curling knowledge and willingness to develop sport-specific understanding ASAP

Key Competencies

- Leadership and collaboration
- Inclusive and respectful communication
- Administrative accuracy
- Problem-solving and adaptability
- Professional accountability
- Commitment to athlete-centered development

Position Expectations

The Youth Coordinator is expected to model professionalism, reliability, and inclusivity while helping build a strong and sustainable youth curling culture at the club.

This role requires flexibility, including evenings and weekends, based on program scheduling requirements.