

CURLSASK Summer Student Position – CURLING CAMP COORDINATOR

About CURLSASK:

CURLSASK is the provincial governing body for the sport of curling in Saskatchewan, dedicated to the development, promotion, and organization of curling at all levels across the province.

CURLSASK supports grassroots participation, athlete development pathways, and the delivery of provincial programs. With a strong commitment to inclusivity, community engagement, and excellence, CURLSASK plays a key role in fostering lifelong involvement in curling from introductory programming for youth and new participants to high-performance opportunities for competitive athletes. Through its initiatives, CURLSASK helps strengthen local clubs and athletes and contributes to the rich tradition and future growth of curling in Saskatchewan.

Position Summary:

The Curling Camp Coordinator is responsible for planning, organizing, and delivering high-quality curling camps for youth athletes of all skill levels. This position ensures a safe, engaging, and educational environment for participants while coordinating logistics, staffing, scheduling, sponsorship, and communication among coaches, volunteers, and facility personnel.

This is a three-month term position starting in June, with work spanning approximately 37.5 hours per week. Applicants must be between 18 and 30 years of age, legally entitled to work in Canada, and meet any other eligibility requirements of the Canada Summer Jobs program.

In support of our commitment to employment equity, we welcome applications from individuals who identify as members of the designated groups under the Canadian Employment Equity Act: women, Indigenous peoples, persons with disabilities, and visible minorities. Applicants may choose to voluntarily self-identify during the application process.

Mandatory availability August 17th-26th (inclusive of the weekend) for the delivery of camp

- Must be available to travel to the host curling facility in Martensville during scheduled camp days.

Working Conditions:

- Flexible work arrangement with a combination of on-site camp duties and administrative work, with remote office options available
- Some evening and weekend availability required during camp sessions.

Reports To:

- Executive Director and Events Coordinator

Compensation:

- Wage: \$18/hour
- Equipment provided

KEY RESPONSIBILITIES:**Program Planning & Delivery**

- Develop and implement curling camp schedules, lesson plans, and activities in alignment with CURLSASK programming standards.
- Coordinate with certified coaches and instructors to ensure high-quality instruction and athlete development.
- Oversee daily camp operations, ensuring safety, organization, and participant engagement.
- Ensure all activities are inclusive and support the development of curling skills, teamwork, and sportsmanship.

Administration & Logistics

- Manage camper registration, payments, and participant communications.
- Coordinate facility bookings, ice time, and equipment requirements.
- Ensure all participants and staff have completed necessary certifications (e.g., Safe Sport, First Aid).
- Prepare camp materials, signage, and schedules for participants and staff.

Staff & Volunteer Coordination

- Recruit, schedule, and supervise camp coaches, instructors, and volunteers.
- Provide leadership and guidance to ensure consistent program delivery.
- Facilitate staff training and pre-camp orientation sessions.

Sponsorship & Community Relations

- Develop and maintain relationships with local and provincial sponsors to support camp operations.
- Solicit and secure in-kind and financial sponsorships for meals, prizes, and program expenses.
- Work with the communications team to ensure sponsor recognition across marketing materials, social media, and at camp events.

- Manage sponsor communications professionally, providing updates, thank-you correspondence, and post-event recognition.
- Maintain accurate records of sponsorship agreements and benefits delivered.

Safety & Risk Management

- Maintain a safe environment by enforcing health and safety policies.
- Respond to incidents, injuries, or emergencies according to established procedures.
- Ensure compliance with all organizational and facility policies, including Safe Sport and screening protocols.

Communication & Promotion

- Work with the communications team to promote camps through social media, newsletters, and local networks.
- Serve as the primary point of contact for participants and parents before and during camps.
- Gather feedback from participants and staff to support continuous improvement.

Qualifications:

- Experience in event, program, or sport coordination (experience in curling preferred).
- Strong organizational and communication skills.
- Demonstrated ability to build and maintain sponsor or community partnerships.
- Knowledge of curling techniques, rules, and coaching principles an asset.
- Ability to lead a team and work collaboratively with coaches, volunteers, and facility staff.
- Valid First Aid/CPR certification (or willingness to obtain).
- Safe Sport certification and clear Criminal Record Check with Vulnerable Sector required.

APPLY WITH YOUR RESUME AND COVER LETTER TO curling@curlsask.ca with the subject line “Curling Camp Coordinator Application.”

Only candidates selected for an interview will be contacted.

JOB POSTING CLOSES MAY 8, 2026 AT 5PM.