

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
- Basic understanding of Curling is required

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